



**Board of Trustees - Regular Meeting
Tuesday, June 19, 2012 6:00 PM
Board Room AD 122, Riverside City College, 4800
Magnolia Ave., Riverside, CA, 92506,
Teleconferencing at Condessa Commons-West
Tower, 2nd Floor-The Cosmopolitan of Las Vegas,
3708 Las Vegas Blvd., South, Las Vegas, NV
89109**

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

- I. COMMENTS FROM THE PUBLIC
- II. APPROVAL OF MINUTES
 - A. [Minutes of the Board of Trustees Regular/Committee Meeting of May 1, 2012](#)
Recommend approving the May 1, 2012 Regular/Committee meeting minutes as prepared.
 - B. [Minutes of the Board of Trustees Regular Meeting of May 15, 2012](#)
Recommend approving the May 15, 2012 Board of Trustees Regular meeting minutes as prepared.

- C. [Minutes of the Board of Trustees Special Meeting of May 22, 2012](#)
Recommend approving the May 22, 2012, Board of Trustees Special meeting minutes as prepared.
- D. [Minutes of the Board of Trustees Special Meeting of May 29, 2012](#)
Recommend approving the May 29, 2012, Special Board of Trustees meeting minutes as prepared.
- III. PUBLIC HEARING (NONE)
- IV. CHANCELLOR'S REPORTS
 - A. [Chancellor's Communications](#)
Information Only
 - B. [Riverside City College Chamber Singers Performance](#)
Information Only
 - C. [Riverside City College Men's Track and Field 2012](#)
Information Only
 - D. [Five to Thrive - Faculty Presentation by Dr. Dorothy Gaylor, World Languages](#)
Information Only
 - E. [Accept Refinements to By-District Trustee Election Areas](#)
Recommend accepting refinements to the By-District Trustee Election Areas to comply with Registrar of Voters requirements.
 - F. [Resolution Number 43-11/12 Order of Election, Ordering of Consolidated Governing Board Member Biennial Election](#)
Recommend adopting resolution, ordering consolidation for the November 6, 2012 election and sending the Order to the Registrar of Voters and County Superintendent of Schools.
 - G. [Recognition of Service of Dr. Tom Harris and Dr. Debbie DiThomas](#)
Information Only
 - H. [Presentation of Vision and Mission Statement for Coil School for the Arts](#)
Recommend accepting the Vision and Mission Statement for the Coil School for the Arts.
 - I. [Annual Master Planning Calendar](#)
Information Only
- V. STUDENT REPORT
 - A. [Student Report](#)
Information Only
- VI. CONSENT AGENDA ACTION
 - A. Diversity/Human Resources
 - 1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
 - 2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.

3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.
- B. District Business
 1. [Purchase Order and Warrant Report - All District Resources](#)
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$13,183,826 and District Warrant Claims totaling \$7,286,206.
 2. Budget Adjustments (None)
 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 48-11/12 - 2011-2012 TriTech SBDC Program](#)
Recommend approving the resolution and adding the revenue and expenditures of \$300,000 to the budget.
 - b. [Resolution No. 47-11/12 - 2011-2012 Upward Bound TRIO-AUSD Grant - Norco College](#)
Recommend approving the resolution and adding the revenue and expenditures of \$262,321 to the budget.
 4. Contingency Budget Adjustments (None)
 5. Bid Awards (None)
 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$81,000 - All District Resources](#)
Recommend ratifying contracts totaling \$352,080.
 - b. [Amendment No. 4 for Professional Services with Facilities Planning and Consulting Services](#)
Recommend approving Amendment No. 4 in the amount of \$109,000 with Facilities Planning and Consulting Services.
 - c. [Agreement with Professional Personnel Leasing, Inc.](#)
Recommend approving the agreement using Measure C funds to provide consulting services related to construction efforts at Moreno Valley and Norco Colleges.
 - d. [Contract Extension for Independent Living Program](#)
Recommend approving extending the current Independent Living contract with the Riverside County Department of Public Social Services.
 8. Other Items
 - a. [Surplus Property](#)
Recommend declaring the property listed to be surplus; finding that the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.

- b. [Notices of Completion](#)
Recommend accepting the projects listed on the attachment as complete and approving the execution of the Notices of Completion (under Civil Code Section 3093 - Public Works)
- c. [Resolution No. 44-11/12 - Temporary Loans - Potential Child Care Fund Cash Shortage](#)
Recommend approving the resolution and authorizing temporary and periodic loans in FY 2012-2013 in an amount not to exceed \$100,000 to mitigate cash shortages.
- d. [Resolution No. 45-11/12 - Temporary Loans - Potential Food Service Fund Cash Shortage](#)
Recommend approving the resolution authorizing temporary and periodic loans in FY 2012-2013 from Fund 11 in an amount not to exceed \$100,000 to mitigate cash shortages.
- e. [Resolution No. 46-11/12 - Temporary Loans - Potential General Fund Cash Shortage Arising from State Apportionment Deferrals](#)
Recommend approving the resolution authorizing temporary and periodic loans for FY 2012-2013 in an amount not to exceed \$4,000,000 from Fund 41, and, an amount of \$6,000,000 from Fund 61 to mitigate cash shortages.
- f. [Signature Authorization](#)
Recommend authorizing District administrator to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders and grant documents.
- g. [Out-of-State Travel](#)
Recommend approving out-of-state travel.

VII. CONSENT AGENDA INFORMATION (NONE)

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning
 - 1. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 - 2. [Revised Mission Statement Riverside City College](#)
Recommend approving the revised mission statement for Riverside City College.
 - 3. [Riverside City College Substantive Change Report on Distance Education](#)
Recommend approving the Substantive Change Report on Distance Education.
- C. Planning and Operations (None)

D. Facilities

1. [Project Savings Reconciliation to Adjust Project Budgets for Measure C Funds](#)
Recommend approving the adjusted budgets for the project identified within the report totaling \$5,697,697 and return to their originating Measure C fund accounts.
2. [Project Budget Approval and Architect Agreements for Student Services Building – Small Projects with Higginson + Cartozian Architects, Inc.](#)
Recommend approving a budget in the total amount of \$4,269,125 from the project budget for the small projects including the Food Services "grab-n-go" facility, the Lovekin Parking/Tennis projects, and approve the architect agreements in the amounts of \$94,550 and \$204,000 respectively.
3. [Design Amendment No. 3 for Citrus Belt Savings and Loan Building with LPA](#)
Recommend approving Design Amendment No. 3 with LPA.
4. [Change Order No. 1 for Moreno Valley Dental Education Center with FM & Sons, Inc.](#)
Recommend approving Change Order No. 1 with FM & Sons, Inc., in the amount totaling \$39,400.00, and change order in excess of ten percent by a total of \$27,190.00
5. [Change Order No. 7 for Wheelock Gymnasium, Seismic Retrofit with Inland Building Construction Company](#)
Recommend approving project Change Order No. 7 with Inland Building Construction Company in the amount totaling \$25,892.17 and approving the change order in excess of ten percent by a total \$1,060,173.91.
6. [Change Orders 1 & 2 for Culinary Arts Academy and District Office with Southern California West Coast Electric and J.M. Farnan](#)
Recommend approving Change Orders Nos. 1 and 2 with Southern California West Coast Electric totaling \$20,811, the change order in excess of ten percent totaling \$3,446.30, Change Order No. 2 with J.M. Farnan totaling \$50,701, and change order in excess of ten percent by a total of \$41,733.

7. [Construction Management and Architect Services Agreements for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts with Tilden-Coil Constructors and LPA](#)
Recommend approving using Construction Management Multiple Prime contracting, the construction management agreement and the architect services agreement.

E. Resources

1. [Tentative Budget for 2012-2013 and Notice of Public Hearing on Final Budget](#)
Recommend approving the 2012-2013 Tentative Budget, forwarding a copy to the Riverside County Superintendent of Schools and announcing the budget will be available for public inspection and the date and time for the public hearing to be held.
2. [Construction Management Amendment No. 1 for Moreno Valley Dental Education Center with Rudolph and Sletten, Inc.](#)
Recommend approving Construction Management Amendment No. 1 with Rudolph and Sletten, Inc.,.
3. [Project Scope and Tentative Budget for Rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts](#)
Recommend approving the rescoped project and tentative budget.
4. [Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices](#)
Recommend approving the refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices.

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Holiday Schedule for Fiscal Year 2012-2013](#)
Recommend approving the fiscal year 2012-2013 holiday schedule.

B. Presidents

1. [2012-2013 Norco College Catalog](#)
Recommend approving the 2012-2013 college catalog as submitted.
2. [2012-2013 Moreno Valley College Catalog](#)
Recommend approving the 2012-2013 the college catalog as submitted.
3. [2012-2013 Riverside City College Catalog](#)
Recommend approving the 2012-2013 college catalog as submitted.

4. Letter of Intent - Norco Trading Post
Information Only

X. ACADEMIC SENATE REPORTS

- A. Moreno Valley College/Riverside Community College District
- B. Norco College
- C. Riverside City College

XI. BARGAINING UNIT REPORTS

- A. CTA - California Teachers Association
- B. CSEA - California School Employees Association

XII. BUSINESS FROM BOARD MEMBERS

- A. [Board of Trustees Annual Self Evaluation: Reporting Out](#)
Recommend the Board of Trustees review and accept the objectives for the next 12-month Board Self-Evaluation.
- B. [Modification to 2012 Board Committee Liaison Appointments](#)
Recommend accepting the temporary amendment to Board Committee Liaison Appointments.
- C. [Update from Members of the Board of Trustees on Business of the Board.](#)

Information Only

XIII. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)
To Be Determined
- B. [Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Representative: Brad Neufeld, Unrepresented Employee: Chancellor.](#)
To Be Determined
- C. [Conference with Legal Counsel - Pending Litigation \(CA Gov. Code 54956.9\) - Approval of Settlement for Claims of Pro-Craft Construction.](#)
To Be Determined
- D. [Conference with Legal Counsel - Pending Litigation \(CA Gov. Code 54956.9\) - Approval of Settlement for Claims of Adams & Smith](#)
To Be Determined
- E. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
To Be Determined

XIV. ADJOURNMENT



Agenda Item (II-A)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Approval of Minutes (II-A) |
| Subject | Minutes of the Board of Trustees Regular/Committee Meeting of May 1, 2012 |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustee review and approve the minutes. |

Background Narrative:

Recommend approving the May 1, 2012 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[May 1, 2012_Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
FACILITIES, AND RESOURCES COMMITTEES
OF MAY 1, 2012

President Green called the Board of Trustees meeting to order at 6:00 p.m., in Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, Vice President
Sam Davis, Secretary
Mary Figueroa, Board Member
Janet Green, President
Mark Takano, Board Member
Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. Cynthia Azari, President, Riverside City College
Dr. James Buysse, Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim President, Norco College
Dr. Tom Harris, Acting President, Moreno Valley College
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services (Sylvia Thomas)
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
and Relations

Student Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

President Green pulled Governance Committee Item IV.A.1. "Revised and New Board Policies – First Reading".

AMEND AGENDA

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:07 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Academic Affairs; Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College); ASRCCD Representative: Mr. Nick Bygon; Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Diane Dieckmeyer.

TEACHING AND LEARNING
COMMITTEE

Mr. Keeler, Director, Grants; Ms. Colleen Molko, Associate Director, Grants reviewed the Master

Presentation Summary of Annual Grant Activities and

Submission Schedule for 2011-12 and presented a summary of work and accomplishments for fiscal year 2011-12. Discussion followed.

Accomplishments

Mr. Keeler presented certificates of recognition to Dr. Heather Smith, Dr. Cynthia Morrill, and Mr. Gustavo Ocegura for their exemplary work in grants development. Discussion followed.

Recognition of Faculty and Staff for Excellence in Grants Development

Dr. Maghroori, Dr. Travis Gibbs, and Dr. Sharon Crasnow, provided the committee with a progress report of the recommendations and implementation process of the California Community Colleges Student Success Initiative Task Force. Discussion followed.

Presentation Update on Student Success Initiative

The committee adjourned the meeting at 7:27 p.m.

Adjourned

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 7:28 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff; Academic Senate Representative: Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College); ASRCCD Representative: Mr. Francisco Ramos (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Nancy Melendez.

PLANNING AND OPERATIONS

Dr. Gray led the committee review of the proposed re-scope of the Coil School for the Arts to a potentially self-funded project that will be presented to the Board for approval at the May 15th regular meeting. Discussion followed.

Authorization to Rescope Henry W. Coil, Sr., and Alice Edna Coil School for the Arts

The committee adjourned the meeting at 8:01 p.m.

Adjourned

The Facilities Committee Chair Virginia Blumenthal convened the meeting at 8:02 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction; Academic Senate Representative: Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College); ASRCCD Representative: Mr. George Escutia (Norco College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Norm Godin.

FACILITIES COMMITTEE

Mr. Michael Stephens, Director, Construction, Facilities Planning and Development, led the committee review of

Retention Reductions for Wheelock Gymnasium, Seismic

the 5% retention reduction for various contractors for project at Riverside City College that will be presented to the Board for approval at the May 15th regular Board meeting. Discussion followed.

Retrofit

Mr. Stephens led the committee review of the 5% retention reductions for the Building project at Riverside City College that will be presented to the Board for approval at the May 15th regular Board meeting. Discussion followed

Retention Reductions for Nursing/Science Building

Mr. Stephens reviewed with the committee the design amendment with HMC Architects in the amount of \$34,500.00 for the project at Norco College that will be presented to the Board for approval at the May 15th regular Board meeting. Discussion followed

Design Amendment for Visual and Performing Arts Center with HMC Architects

Mr. Stephens led the committee review of an agreement with HMC Architects in the amount of \$130,000.00 to provide the Norco College Facilities Master Plan Update that will be presented to the Board for approval at the May 15th regular Board meeting. Discussion followed

Facilities Master Plan Update for Norco College with HMC Architects

The committee adjourned the meeting at 8:06 p.m.

Adjourned

The Resources Committee Chair Mark Takano convened the meeting at 8:07 p.m. Committee members in attendance: Dr. James Buysse, Vice Chancellor, Administration and Finance; Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representative: Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College); ASRCCD Representative: Mr. Francisco Ramos (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Nancy Melendez.

RESOURCES COMMITTEE

Dr. Azari and Ms. Reyna Philp, accounting services manager, provided the committee with a food & beverage vending commission proposal summary to provide food and beverage vending services District wide that will be presented to the Board for approval at the May 15th regular meeting. Discussion followed.

Selection of First Class Vending to provide Food and Beverage Vending Services District Wide

Mr. Stephens led the committee review of the design amendment with Hill Partnership, Inc. in the amount of \$11,632.50 for the project at Norco College that will be presented to the Board for approval at the May 15th regular meeting. Discussion followed.

Design Amendment for Secondary Effects with Hill Partnership, Inc.

Mr. Bart Doering, director, construction, facilities planning and development, led the committee review of the tentative project budget in the amount of \$200,000 for the project at Moreno Valley College that will be presented for Board approval on May 15, 2012. Discussion followed.

Tentative Project Budget for Audio Visual Upgrade & Lighting in Humanities 129 and Student Services 101

Mr. Bart Doering led the committee in reviewing the tentative project budget in the amount of \$875,000.00 for mechanical upgrades at Moreno Valley College that will be presented for Board approval on May 15, 2012. Discussion followed.

Tentative Project Budget for Mechanical Upgrade Projects

Dr. Buysse led the review of the proposed agreements to perform annual audit services for the District and Foundation for the fiscal years 2011/12 through 2015/16 that will be presented to the Board for approval at the May 15th regular meeting. Discussion followed.

Selection of Independent Audit Firms with Vavrinek, Trine, Day & Co., LLP to Perform District Audit Services and with Ahern, Adcock, Devlin, LLP to Perform Foundation Annual Audit Services

Dr. Buysse led the review of the proposed agreement with Vincent, Lloyd, Stutzman, LLP to perform the annual Proposition 39 audit for the District's Measure C general obligation bond program for fiscal years 2011-2012 through 2015-2016 that will be presented to the Board for approval at the May 15th regular meeting. Discussion followed.

Selection of Independent Audit Firm to Perform Measure C Proposition 39 Audit Services

The committee adjourned the meeting at 8:40 p.m.

Adjourned

The Board adjourned to closed session at 8:40 p.m., pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, Gregory W. Gray, Chancellor regarding Agreements with Riverside Community College District Employees Chapter #535 (CSEA), Riverside Community College District Faculty Association CCA/CTA/NEA.

CLOSED SESSION

The Board reconvened to open session at 9:30 p.m., announcing no action taken, and adjourned the meeting at 9:31 p.m.

RECONVENED/ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-B)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Approval of Minutes (II-B) |
| Subject | Minutes of the Board of Trustees Regular Meeting of May 15, 2012 |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended the Board of Trustees review and approve the minutes. |

Background Narrative:

Recommend approving the May 15, 2012 Regular Board of Trustees meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[051512 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MAY 15, 2012

President Green called the regular meeting of the Board of CALL TO ORDER
Trustees to order at 6:00 p.m., in the Center for Student
Success, Room 217, 2001 Third Street, Norco, California

Trustees Present

Virginia Blumenthal, Vice President (left at 6:27 p. m.)
Sam Davis, Secretary
Mary Figueroa, Board Member
Janet Green, President
Mark Takano, Board Member (arrived at 6:05 p.m.)
Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. Cynthia Azari, President, Riverside City College
Dr. Debbie DiThomas, Interim President, Norco College
Dr. Tom Harris, Acting President, Moreno Valley College
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
and Relations
Ms. Chris Carlson, Chief of Staff
Dr. Travis Gibbs, President, Academic Senate Representative, District and Moreno Valley
College
Dr. Sharon Crasnow, Academic Senate Representative, Norco College
Dr. Dariush Haghighat, President, CTA
Mr. Eric Muehlebach, President, CSEA

Guests Present

Ms. Melissa Bader, Associate Professor, English, Norco College
Mr. John Moore, Counselor, Norco College
Mr. Bob Prior, Professor, Mathematics, Norco College
Dr. Jan Schall, Professor Emerita, Student Abroad Program
Mr. John Sullivan, Part-Time Faculty Representative, CTA
Dr. Sheryl Tschetter, Associate Professor, English, Norco College

Student Trustee-elect Noemi Jubaer led the Pledge of
Allegiance.

PLEDGE OF ALLEGIANCE

Blumenthal/Davis moved that the agenda items
under Item VIII, Board Committee, be heard
following Public Comments on the agenda.

AMEND AGENDA

PUBLIC COMMENTS

Ms. Cindy Roth, President, Greater Riverside Chambers of Commerce, gave her support and asked the Board to support Item No. VIII-C-1," Authorization to Re-scope Henry W. Coil, Sr., and Alice Edna Coil School for the Arts" and also urged the Board's support for the future Culinary Academy.

BOARD COMMITTEE REPORTS

Governance

Green/Davis moved that the Board of Trustees approve Board Policy and Administrative Procedure 2100 and Policies 7360 and 7365. Motion carried. (5 ayes)

Revised and New Board Policies
– First Reading

Planning and Operations

Blumenthal/Davis moved that the Board of Trustees authorize the Henry W. Coil, Sr., and Alice Edna Coil School for the Arts to be re-scoped as a potential self-funded project. Motion carried (4 ayes, 1 no [Figueroa])

Authorization to Re-scope Henry
W. Coil, Sr., and Alice Edna
Coil School for the Arts

Facilities

Blumenthal/Davis moved that the Board of Trustees approve the retention reduction from ten percent to five percent and release five percent of the current retention withheld for services rendered with the following Prime Contractors: Inland Building Construction Co., GDA, Inc., Perfection Glass, Applied Roof Engineering, ISEC, Inc., Pro-Craft Plumbing, West Tech Mechanical, and Unison Electric. Motion carried. (5 ayes)

Retention Reductions for
Wheelock Gymnasium, Seismic
Retrofit

Blumenthal/Davis moved that the Board of Trustees approve the retention reduction from ten percent to five percent and release five percent of the current retention withheld for services rendered with Interpipe Contracting, Inc. and Balfour Beatty. Motion carried. (5 ayes)

Retention Reductions for Nursing
Science Building

Blumenthal/Takano moved that the Board of Trustees approve Amendment No. 1 with HMC Architects in the amount of \$34,500 for the Visual and Performing Arts Center. Motion carried. (5 ayes)

Design Amendment for Visual and
Performing Arts Center with HMC
Architects

Blumenthal/Davis moved that the Board of Trustees approve the agreement to provide a Facilities Master Plan Update by HMC Architects in the amount of \$130,000. Motion carried. (5 ayes)

Facilities Master Plan Update for Norco College with HMC Architects

Resources

Takano/Blumenthal moved that the Board of Trustees authorize the selection of First Class Vending to provide food and beverage vending services district wide. Motion carried. (5 ayes)

Selection of First Class Vending to Provide Food and Beverage Vending Services District Wide

Takano/Blumenthal moved that the Board of Trustees approve entering into an agreement with Vincenti, Lloyd, Stutzman, LLP, to perform the annual Proposition 39 audit for the District's Measure C general obligation bond program for the fiscal years 2011-2012 through 2015-2016, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Selection of an Independent Audit Firm to Perform Measure C Proposition 39 Audit Services

Takano/Blumenthal moved that the Board of Trustees approve entering into agreements with Vavrinek, Trine, Day & Co., LLP, to perform annual audit services for the District, and Ahern, Adcock, Devlin, LLP, to perform annual audit services for the Foundation for the fiscal years 2011-2012 through 2015-2016, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Selection of an Independent Audit Firm to Perform District and Foundation Annual Audit Services

Takano/Blumenthal moved that the Board of Trustees approve Design Amendment No. 5 with Hill Partnership, Inc. in the amount of \$11,632.50 for Norco College Secondary Effects. Motion carried. (5 ayes)

Design Amendment for Secondary Effects with Hill Partnership, Inc.

Takano/Blumenthal moved that the Board of Trustees approve the tentative project budget in the amount of \$200,000.00 for audio visual upgrade and lighting at Moreno Valley College. Motion carried. (5 ayes)

Tentative Project Budget for Audio Visual Upgrade and Lighting in Humanities 129 and Student Services 101

Takano/Blumenthal moved that the Board of Trustees approve the tentative project budget in the amount of \$875,000.00 for Mechanical Upgrades at Moreno Valley College. Motion carried. (5 ayes)

Tentative Project Budget for Mechanical Upgrade Projects

Green/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of April 3, 2012. Motion carried. (4, ayes, 1 absent [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF APRIL 3 2012

Figueroa/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of April 17, 2012. Motion carried. (4 ayes, 1 absent [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF APRIL 17, 2012

CHANCELLOR’S REPORTS

Presentations

Dr. DiThomas, Interim President, Norco College, introduced faculty members Mr. Bob Prior; Ms. Melissa Bader, and Mr. John Moore, counselor, who discussed a program that helps local high school graduates complete a successful transition to college.

Student Success Report – Summer Advantage Program

Associated Students of Norco College President Rebecca Choy reviewed activities, services and programs originating from the student services office.

Student Success Report – Associated Students of Norco College

Ms. Schall reported on the International Program Development Workshop presented by the Center for Academic Programs Abroad, held April 22-26, 2012, in Buenos Aires, Argentina. The purpose of the visit was to evaluate Buenos Aires as a site for a future study abroad program or a short-term specialized vocational/technical venue for RCCD.

Report Out on the International Program Development Workshop, Buenos Aires, Argentina

Mr. Sullivan made a presentation honoring the contributions and challenges of part-time faculty in concurrence with Part-time Faculty Appreciation Month.

Presentation on the Contributions of RCCD Part-Time Faculty

Dr. Tschetter, along with students from her current and spring semester English 1B Honors classes, shared information on a mock murder trial based on Robert Browning’s poem “Porphyria’s Lover.” Students participated in the trial as part of the prosecution or defense teams, or, as jurors.

Presentation: Five to Thrive – English 1B Honors Class vs. Porphyria’s Lover, a Mock Murder Trial

The Board of Trustees received information on documents that are used to monitor and review upcoming action items, information items, and presentations, as well as planning for the monthly committee and Board meetings.

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee Nick Bygon presented the report about recent and future student activities at Norco College and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Figueroa/Davis moved that the Board of Trustees:

| | |
|--|---|
| Approve/ratify the listed academic appointments, and assignment and salary adjustments; | Academic Personnel |
| Approve/ratify the listed classified appointments, and assignment and salary adjustments; | Classified Personnel |
| Approve/ratify the listed other personnel appointments, and assignment and salary adjustments; | Other Personnel |
| Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$12,903,672, and the District Warrant Claims totaling \$8,303,590; | Purchase Order and Warrant Report – All District Resources |
| Approve the budget transfers as presented, and authorize making the necessary balancing transfers among the various accounts and funds of the District; | Budget Adjustments |
| Approve adding the revenue and expenditures of \$500 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution; | Resolution No. 42-11/12 – 2011-2012 Youth Empowerment Strategies for Success – Independent Living Program – Moreno Valley College |
| Approve adding the revenue and expenditures of \$12,945,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution; | Resolution No. 41-11/12 – 2011-2012 State Construction Allocation for the Moreno Valley College Student Academic Services Facility |
| Approve by a two-thirds vote of the members, the contingency budget transfer as presented; | Contingency Budget Adjustments |
| Ratify contracts totaling \$1,018,645; | Contracts and Agreements Report (Less than \$81,000) – All District Funds |
| Approve the Contract Agreement C11-0031 (Cal WORKs Set-A-Side), for the time frame of July 1, 2011 through June 30, 2012, in the amount of \$80,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the contract; | Contract Agreement No. C11-0031 between Chancellor’s Office, California Community Colleges and Riverside Community College District |
| Grant out-of-state travel requests; | Out-of-State Travel |
| Approve the sale of 1995 RTA Bus VIN# 1GF5ACNK3SD106231 to Transit Sales International for the amount of \$1.00; | Part Out and Disposal of RTA Bus |

Declare the listed property to be surplus, find the property does not exceed the total value of \$5,000, and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District;

Surplus Property

Accept the project listed as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President and the Vice Chancellor, Administration and Finance, to sign the Notice of Completion.

Notice of Completion

Motion carried. (4 ayes, 1 absent [Blumenthal])

Information

In accordance with Board Policy 7350 , the Chancellor has accepted the following resignations: Ms. Stephanie Coates, Medical Office Receptionist, effective June 29, 2012, for personal reasons; Ms. Cynthia Freeman, Accounting Services Clerk, effective June 8, 2012, for personal reasons; Ms. Morgan Huskey, Clerk Typist, April 30, 2012, for personal reasons; Ms. Marilyn Jacobsen, Director, Center for International Students and Programs, effective July 1, 2012, for retirement; Ms. Udawna Neal, IDS, Cosmetology, effective April 30, 2012, for non-continuance of probation; Mr. Marvin Osejo, Custodial Manager, effective May 1, 2012, for personal reasons; Ms. Linda Spencer, Clerk Typist, effective May 2, 2012, for retirement; Mr. Michael Stephens, Director, Construction, effective May 16, 2012, for personal reasons.

Separations

The Board received the summary of financial information for the period ended April 30, 2012.

Monthly Financial Report

Board reviewed the CCFS-311Q - Quarterly Financial Status Report for the quarter ended March 31, 2012.

CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended

ADMINISTRATIVE REPORTS

Figuroa/Davis moved that the Board of Trustees adopt Resolution No. 40-11/12, and designate the week of May 21 through 25, 2012 as Classified School Employee Week. Motion carried. (4 ayes 1 absent [Blumenthal])

Resolution No. 40-11/12 – Resolution to Recognize Classified School Employee Week

ACADEMIC SENATE REPORTS

Dr. Travis Gibbs presented the report on behalf of the

Moreno Valley College and

District and Moreno Valley College.

Riverside Community College
District

Dr. Sharon Crasnow presented the report on behalf of Norco
College.

Norco College

BARGAINING UNIT REPORTS

Dr. Dariush Haghghat, President, CTA, presented the report
on behalf of the CTA.

CTA – California Teachers
Association

Mr. Eric Muehlebach, President, CSEA, presented the report
on behalf of the CSEA.

CSEA – Classified Staff
Employees Association

BUSINESS FROM BOARD
MEMBERS

The Board of Trustees discussed the results of their annual
self-evaluation, reviewed goals from 2011 and provided
direction for establishing goals for 2012.

Board of Trustees Annual Self-
Evaluation

The meeting adjourned at 9:42 p.m.

ADJOURNED



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (II-C)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Approval of Minutes (II-C) |
| Subject | Minutes of the Board of Trustees Special Meeting of May 22, 2012 |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees review and approve the minutes. |

Background Narrative:

Recommend approving the May 22, 2012 Board of Trustees Special meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[052212_Minutes](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MAY 22, 2012

President Green called the special meeting of the Board of Trustees to order at 6:00 p.m., in Conference Room 319, Third Floor, District Office, 1533 Spruce Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, Vice President
Samuel Davis, Secretary
Mary Figueroa, Board Member
Janet Green, President
Mark Takano, Board Member

Trustees Absent

Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor

Guest(s) Present

Attorney Brad Neufeld, Gresham Savage Nolan & Tilden

The Board adjourned to closed session at 6:05 p.m., pursuant to Government code Section 54957, to consider Public Employee Performance Evaluation for the Position of Chancellor. The recommended action is to be determined

CLOSED SESSION

The Board reconvened to open session at 8:15 p.m., reporting no action, and adjourned the meeting.

RECONVENED TO OPEN
SESSION/ADJOURNMENT



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (II-D)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Approval of Minutes (II-D) |
| Subject | Minutes of the Board of Trustees Special Meeting of May 29, 2012 |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended the Board of Trustees review and approve the minutes. |

Background Narrative:

Recommend approving the May 29, 2012 Board of Trustees Special meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[052912_Minutes](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MAY 29, 2012

President Green called the special meeting of the Board of Trustees to order at 6:00 p.m., in Conference Room 319, Third Floor, District Office, 1533 Spruce Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, Vice President
Samuel Davis, Secretary
Mary Figueroa, Board Member
Janet Green, President
Mark Takano, Board Member

Trustees Absent

Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Ms. Chris Carlson, Chief of Staff

Guest(s) Present

Attorney Brad Neufeld, Gresham Savage Nolan & Tilden

Mr. Kyle Masi commented on the appeal process for the Physician Assistant Program at Riverside City College.

COMMENTS FROM THE PUBLIC

The Board members conducted their self-evaluation and outlined objectives and outcomes for the next 12 months that will be included in the reporting out from this self-evaluation at the June 19, 2012 regular Board meeting.

BOARD OF TRUSTEES ANNUAL
SELF-EVALUATION

The Board adjourned to closed session at 8:05 p.m., pursuant to Government Code Section 54956.9(b) Conference with Legal Counsel – Anticipated Litigation – one potential case. The recommended action is to be determined

CLOSED SESSION

The Board reconvened to open session at 8:15 p.m., reporting no action, and adjourned the meeting.

RECONVENED TO OPEN
SESSION/ADJOURNMENT



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-A)

Meeting 6/19/2012 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

Chancellor will share general information to the Board of Trustees, including federal, state and local interests and District information.

Prepared By: Greg Gray, Chancellor

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-B)

Meeting 6/19/2012 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Riverside City College Chamber Singers Performance

College/District Riverside

Information Only

Background Narrative:

Dr. Cynthia Azari, RCC President is pleased to present Riverside City College Chamber Singers performing 'Didn't My Lord Deliver Daniel arr.' by Stacey Gibbs under the direction of John Byun, Associate Professor, Music.

RCC's Chamber Singers have had a successful year. They were selected to perform at the American Choral Director's Association 2011 National Conference in Chicago, Illinois and were the first community college to be selected to perform at the National Collegiate Choral Organization (NCCO) Conference held at Colorado State University in Fort Collins, Colorado in November of 2011.

Prepared By: Cynthia Azari, President, Riverside City College

Attachments:



Agenda Item (IV-C)

Meeting 6/19/2012 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Riverside City College Men's Track and Field 2012

College/District Riverside

Information Only

Background Narrative:

It was a record breaking year with the RCC Men's track and field team capturing their 4th state championship in five years under head coach Jim McCarron. The men's squad also scored the most points in the history of the southern California championships (200 points), and had at least one Tiger student-athlete in all 21 track and field events! They also scored one of the highest point totals in state championship history (122 points). This is the Tigers 6th consecutive Orange Empire Conference championship.

In the past 5 years over 100 Tigers have transferred to universities with scholarships, and there are many student-athletes who will be following their footsteps this fall.

Prepared By: Cynthia Azari, President, Riverside City College

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-D)

Meeting 6/19/2012 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Five to Thrive - Faculty Presentation by Dr. Dorothy Gaylor, World Languages

College/District Riverside

Information Only

Background Narrative:

Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish Riverside Community College District and its faculty and colleges.

This month, Dr. Dorothy Gaylor of the Department of World Languages at Riverside City College will provide the Five to Thrive presentation.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[World Languages Five to Thrive Presentation](#)



World Languages

American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

The Department of WORLD LANGUAGES at Riverside City College is a stand-out among California Community Colleges, offering for-credit courses in more languages than most other institutions in the state.

Up until recent budget cuts, we offered 13 languages:

American Sign Language, Arabic, Chinese (Mandarin), French, German, Greek, Italian, Japanese, Korean, Latin, Portuguese, Russian, and Spanish.



American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

Our Mission:

Our programs seek to facilitate cultural awareness and prepare our students to be confident, successful members of our modern, diverse society. This is in alignment with the college's Mission to prepare students for intellectual and cultural awareness as they transfer to four-year institutions or enter the workforce.

American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

World Languages Faculty members represent diverse continents, cultures, and languages. Our faculty is highly trained in their field of specialization and interested in making the language acquisition experience, fun, meaningful and successful. Our classes emphasize the development of communicative competence, including listening, reading, speaking and writing.



How and Why We Teach:

American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

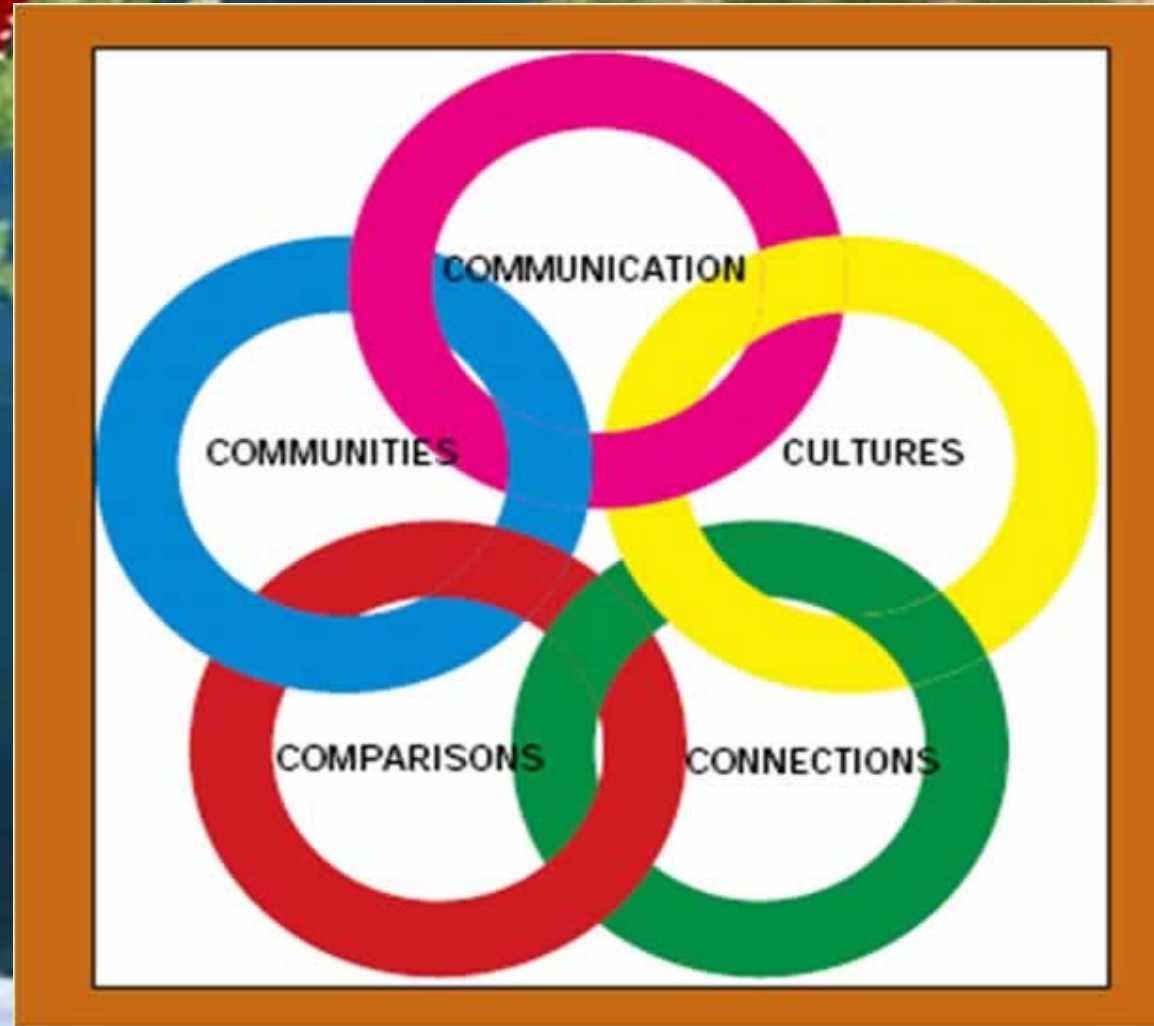
Korean

Latin

Portuguese

Russian

Spanish



American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

The study of diverse culture and languages promotes:

- Increased analytic and interpretive capacities
- Better Math and English Skills
- Improved entrance exam scores
- Clear career advantages and marketability in today's increasingly diverse local, national and global contexts
- Intercultural communication and sensitivity
- Peace
- A spirit of openness for and understanding of other cultures and lifestyles

American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

We Serve

a Diverse Population of Students:

Riverside

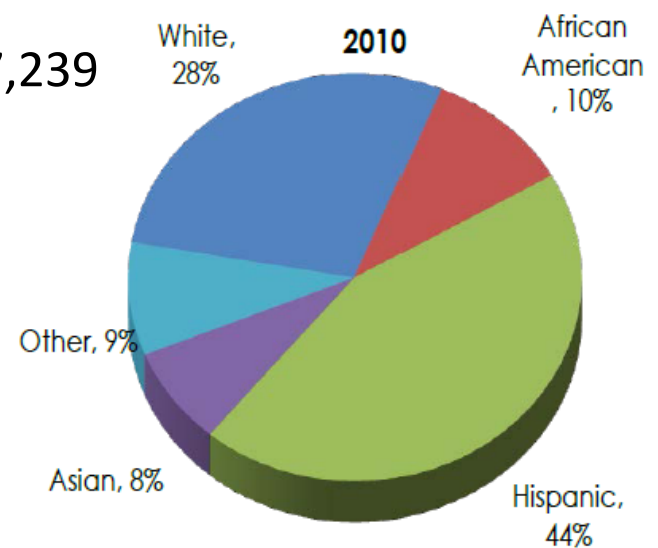
Total Population, 2010 401,644

Total Hispanic (All Races), 2010 187,759

White, Non-Hispanic, 2010 138,262

Other Races, Non-Hispanic, 2010 47,239

Black, Non-Hispanic, 2010 28,384



How World Languages Enrollment Data Compares to Other Colleges:

American Sign Language

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

| LANGUAGE | Enrollment % in Higher Educ. (CA) 2009 | Enrollment % in Higher Educ. (USA) 2009 | RCC 2009 | FTE Distribution for FALL 2012 |
|-----------------|--|---|----------|--------------------------------|
| <i>Spanish</i> | 53.0 | 62.3 | 50.0 | 35.3 |
| <i>ASL</i> | 19.5 | 6.6 | 22.2 | 30.3 |
| <i>Arabic</i> | 2.4 | 2.5 | 6.1 | 8.4 |
| <i>Japanese</i> | 8.4 | 5.3 | 8.6 | 7 |
| <i>French</i> | 10.4 | 15.6 | 4.7 | 9.2 |
| <i>Russian</i> | 1.1 | 1.9 | 1.1 | 1.4 |
| <i>Italian</i> | 5.2 | 5.8 | 7.3 | 8.4 |
| TOTAL | 100.0 | 100.0 | 100.0 | 100.0 |

American Sign Language

World Languages Academic Programs:

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

AWARD TYPE:
Associate in Science
Certificate

Japanese

Korean

Latin

Portuguese

Russian

Spanish

SIGN LANGUAGE INTERPRETING

This program prepares individuals to function as simultaneous and consecutive interpreters as well as translators of American Sign Language (ASL) and other signing systems employed to assist Deaf and Hard of Hearing people, both voice-to-sign and sign-to-voice interpretation. This includes instruction in American Sign Language (ASL), alternative sign systems, finger-spelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.



World Languages Academic Programs:

Arabic

Mandarin Chinese

French

German

Ancient Greek

Italian

Japanese

Korean

Latin

Portuguese

Russian

Spanish

(Courses can be taken as transfer requirements to four-year institutions), but we also have...

SB 1440 Associate Degree for Transfer
SPANISH

Transfer Model Curriculum is being approved. We expect to be able to include the AA in the RCCD Catalogues by 2013/2014!





Agenda Item (IV-E)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Chancellor's Reports (IV-E) |
| Subject | Accept Refinements to By-District Trustee Election Areas |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees accept refinements to the By-District Trustee Election Areas, to comply with the Registrar of Voters requirements. |

Background Narrative:

In March 2012, the Board of Trustees adopted Resolution Number 33-11/12, thereby changing from at-large to by-district trustee election areas; with areas 1 and 3 for the November 2012 election.

In May 2012, the Board of Governors adopted Resolution 2012-11, thereby approving RCCD's new by-trustee area elections. With these approvals, staff and consultants have been working with the County of Riverside Registrar of Voters and the Riverside County Superintendent of Schools offices to implement the new by-district election for the November 6, 2012 election.

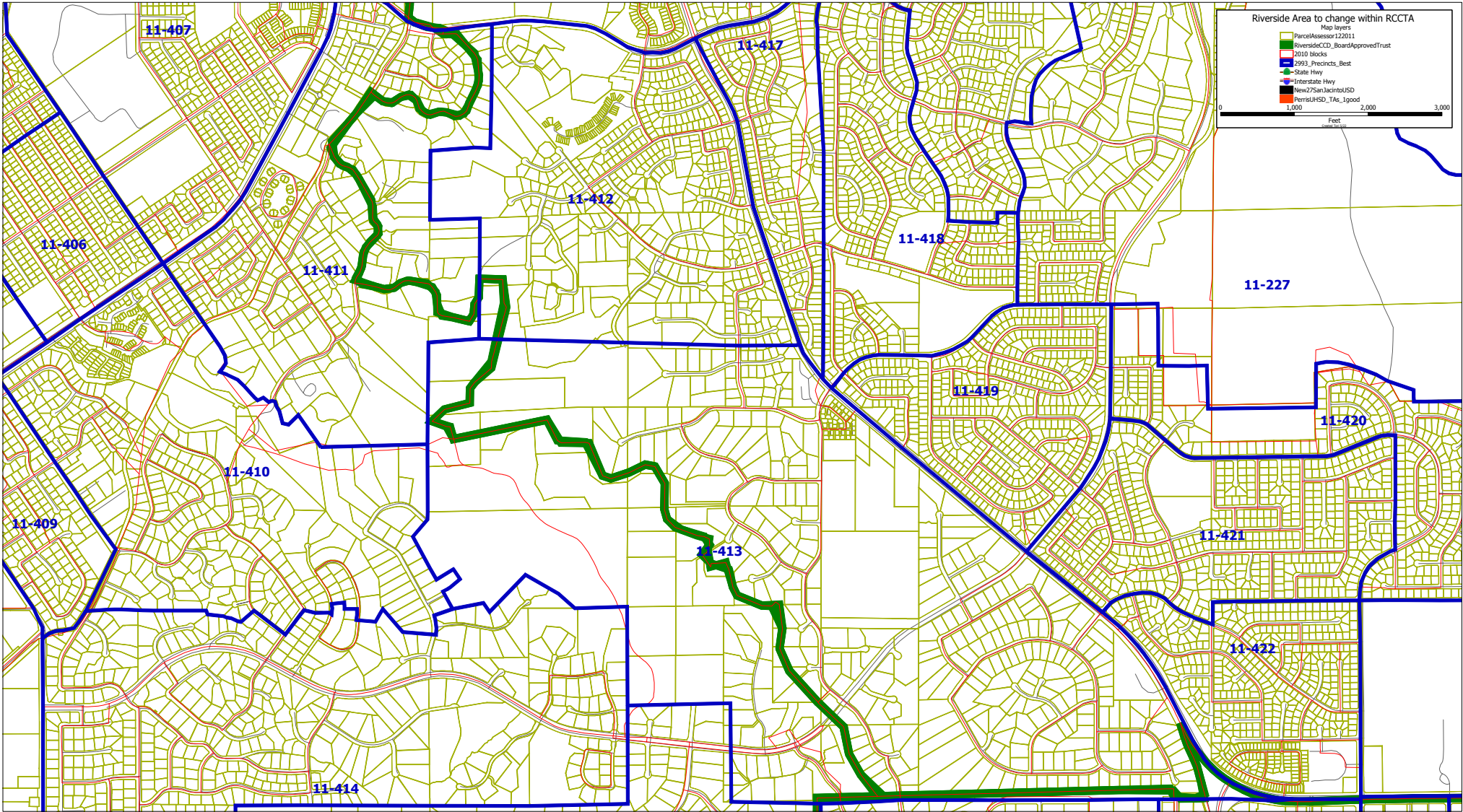
In doing so, geographic information system "shape files" and legal descriptions are being prepared to be filed with both the Registrar's and Superintendent's offices. In reviewing the files, the Registrars office asked that the boundaries in four (4) areas be refined. In development of the trustee areas, census blocks were used; however, in filing of the new by-district trustee areas, some of the census blocks were not congruent with property boundaries or parcel lines.

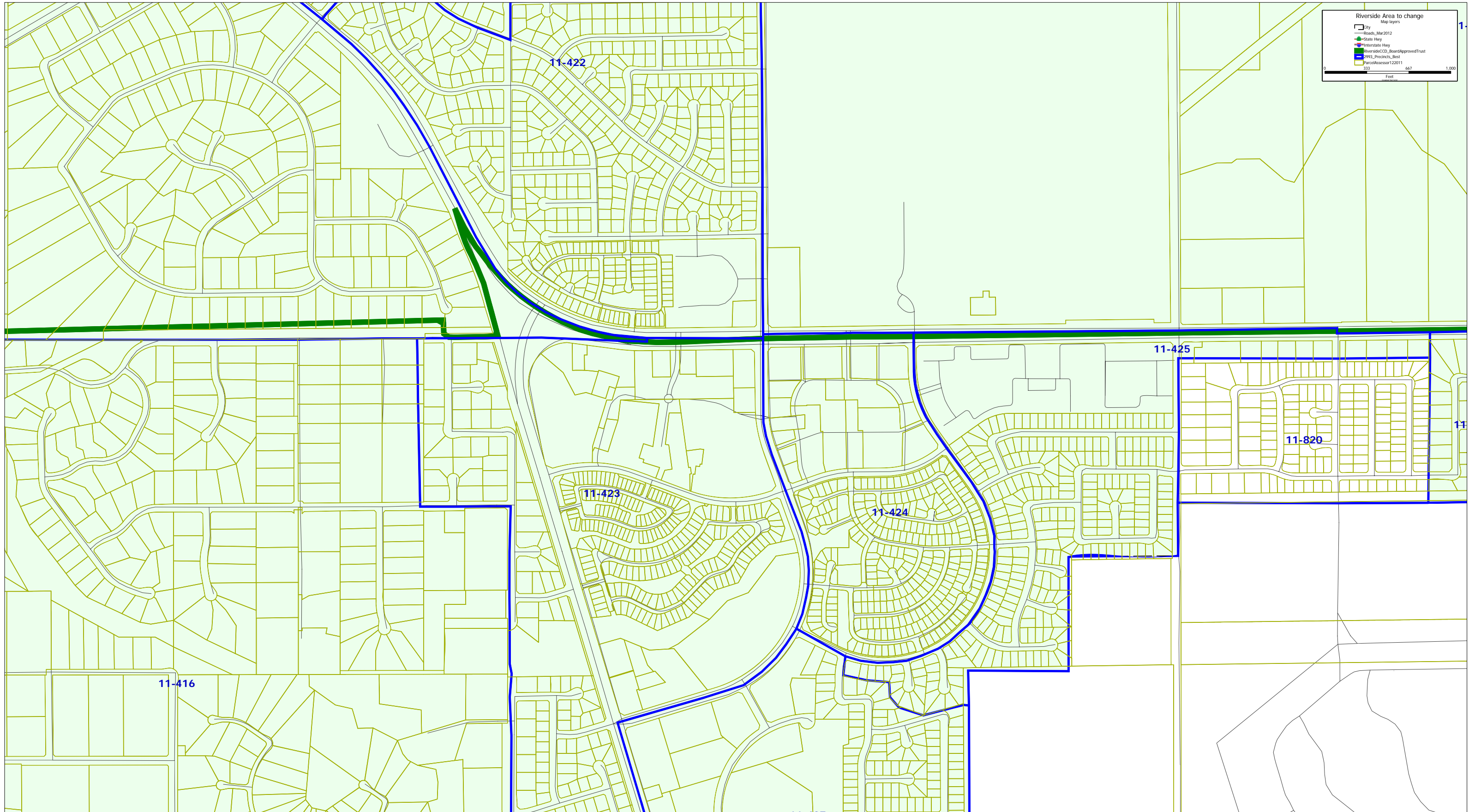
As such, Dolinka has worked with the offices to amend the lines to match the parcel lines. Given the importance of moving from at-large to by-district elections, staff found it prudent to bring said refinements to the board for the board's acknowledgement and acceptance.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

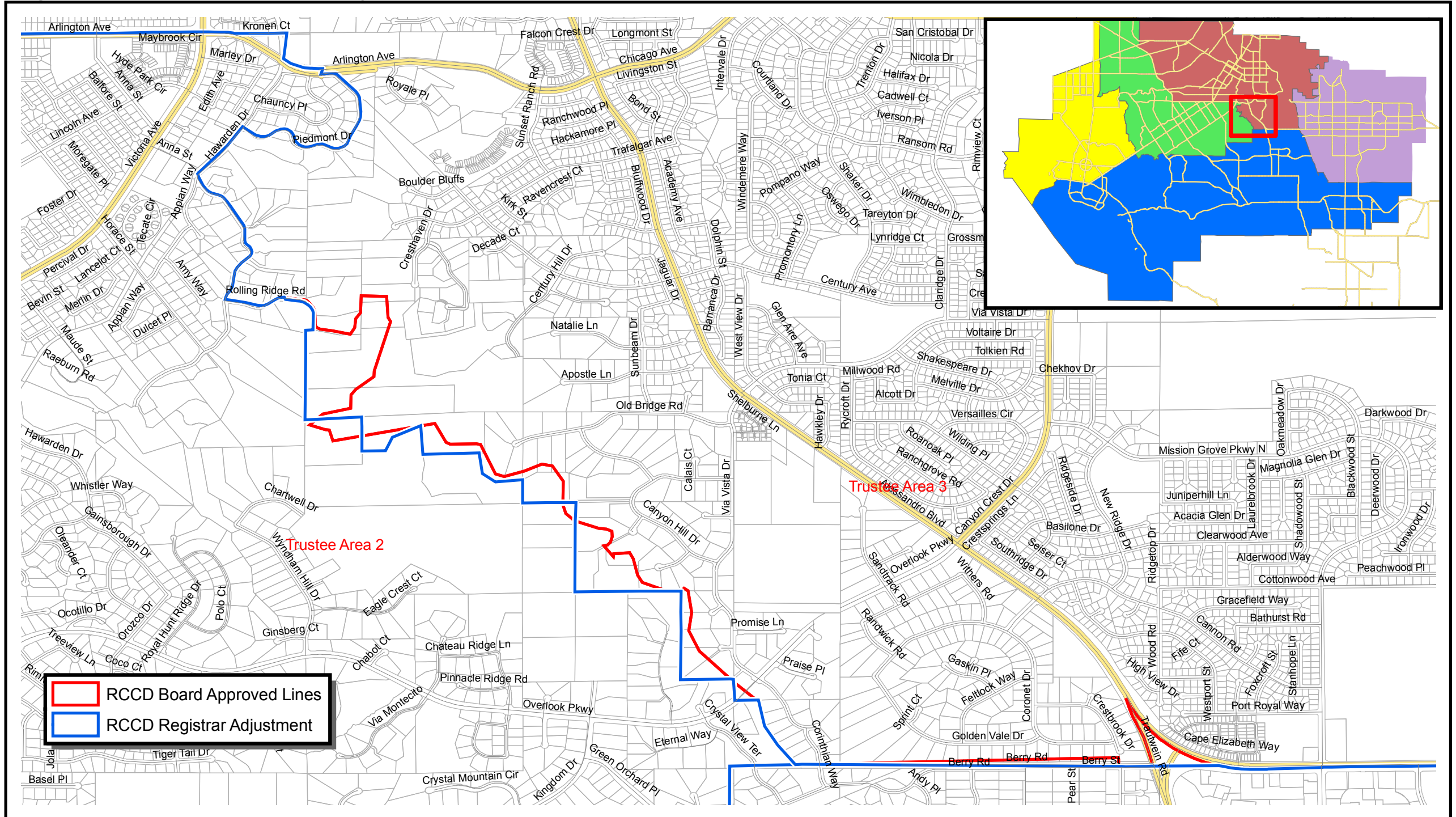
[Refinement Maps](#)
[Refined Composite Map](#)

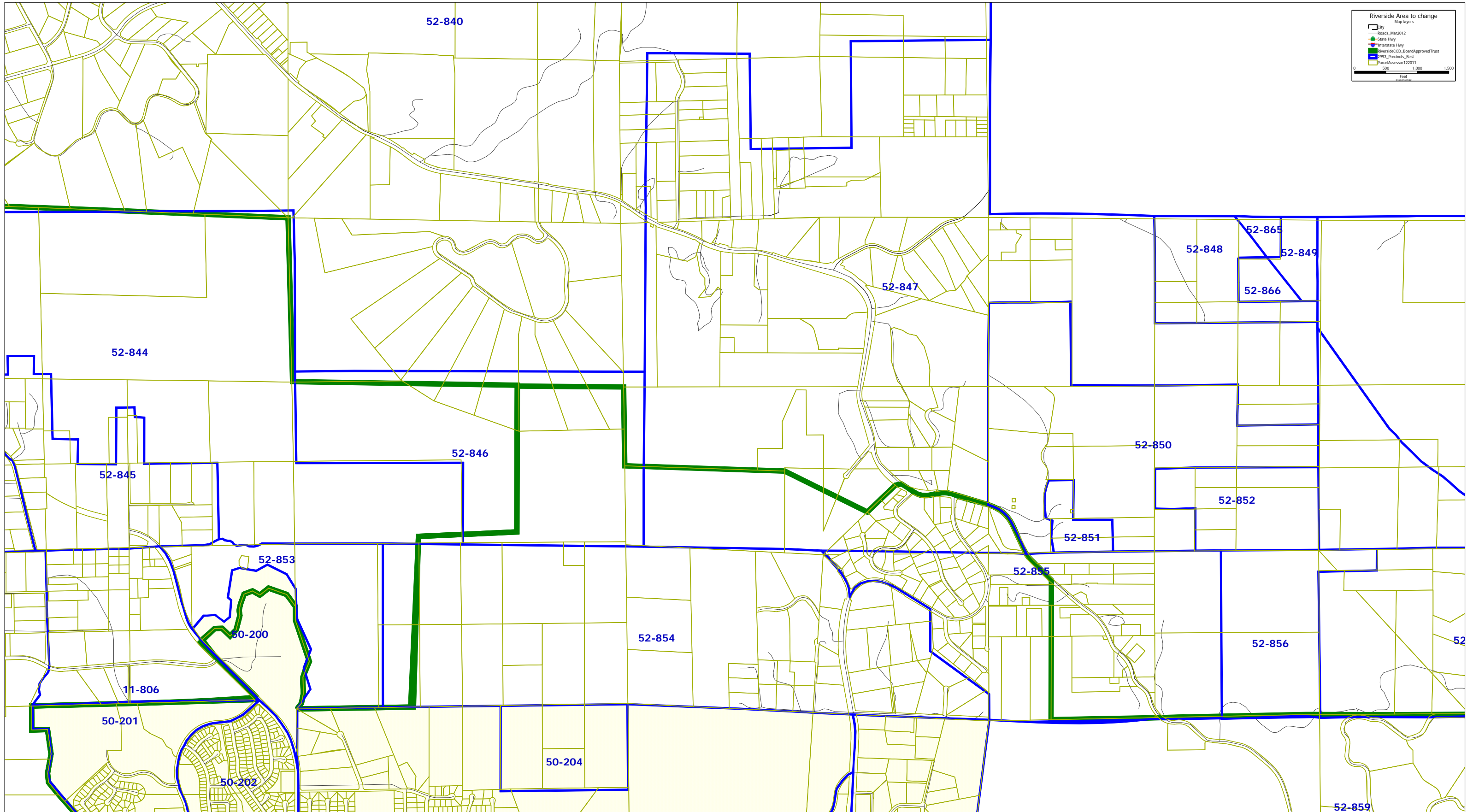




Riverside Community College District

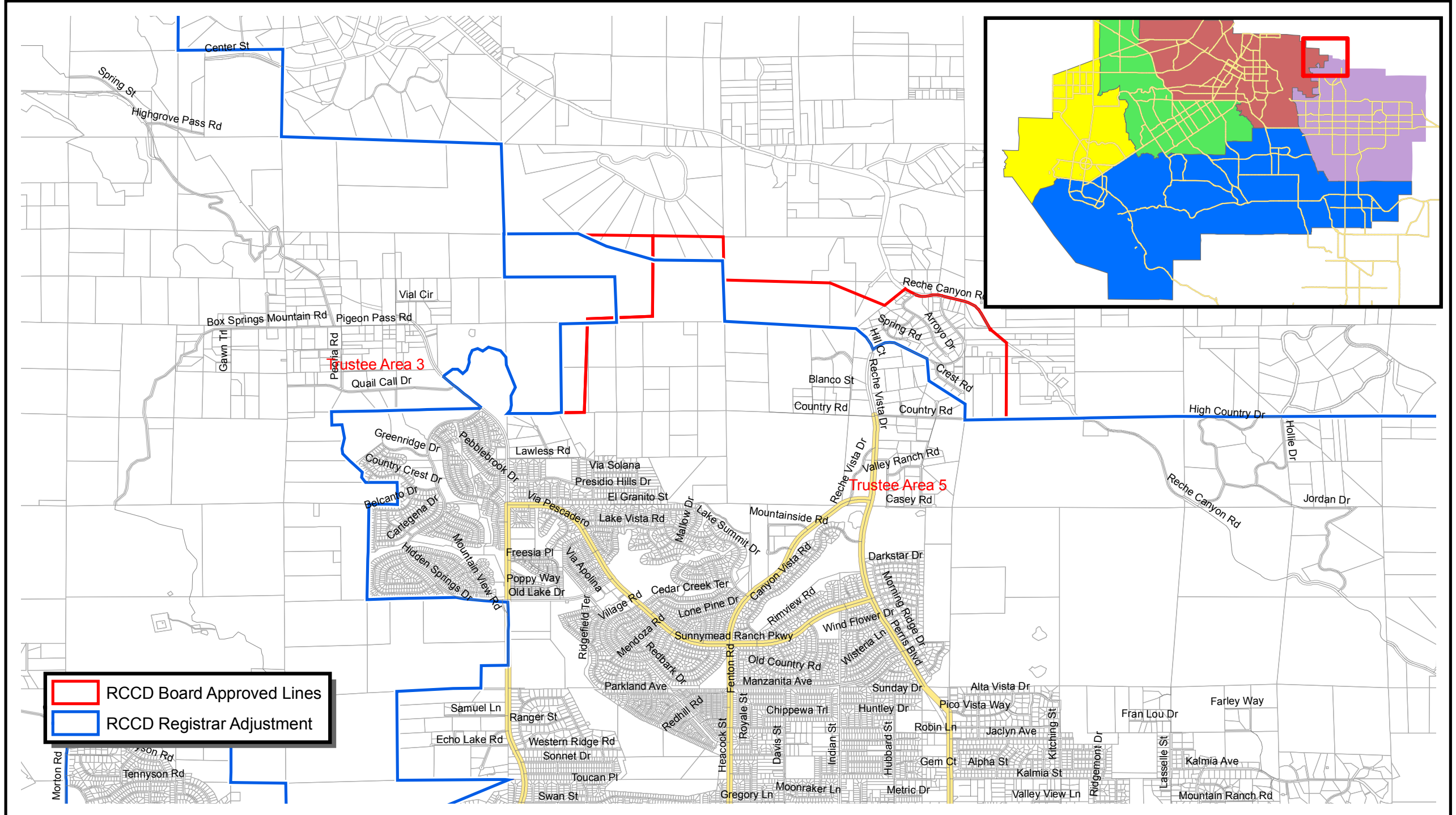
Registrar of Voters Requested Adjustment (Overlook)

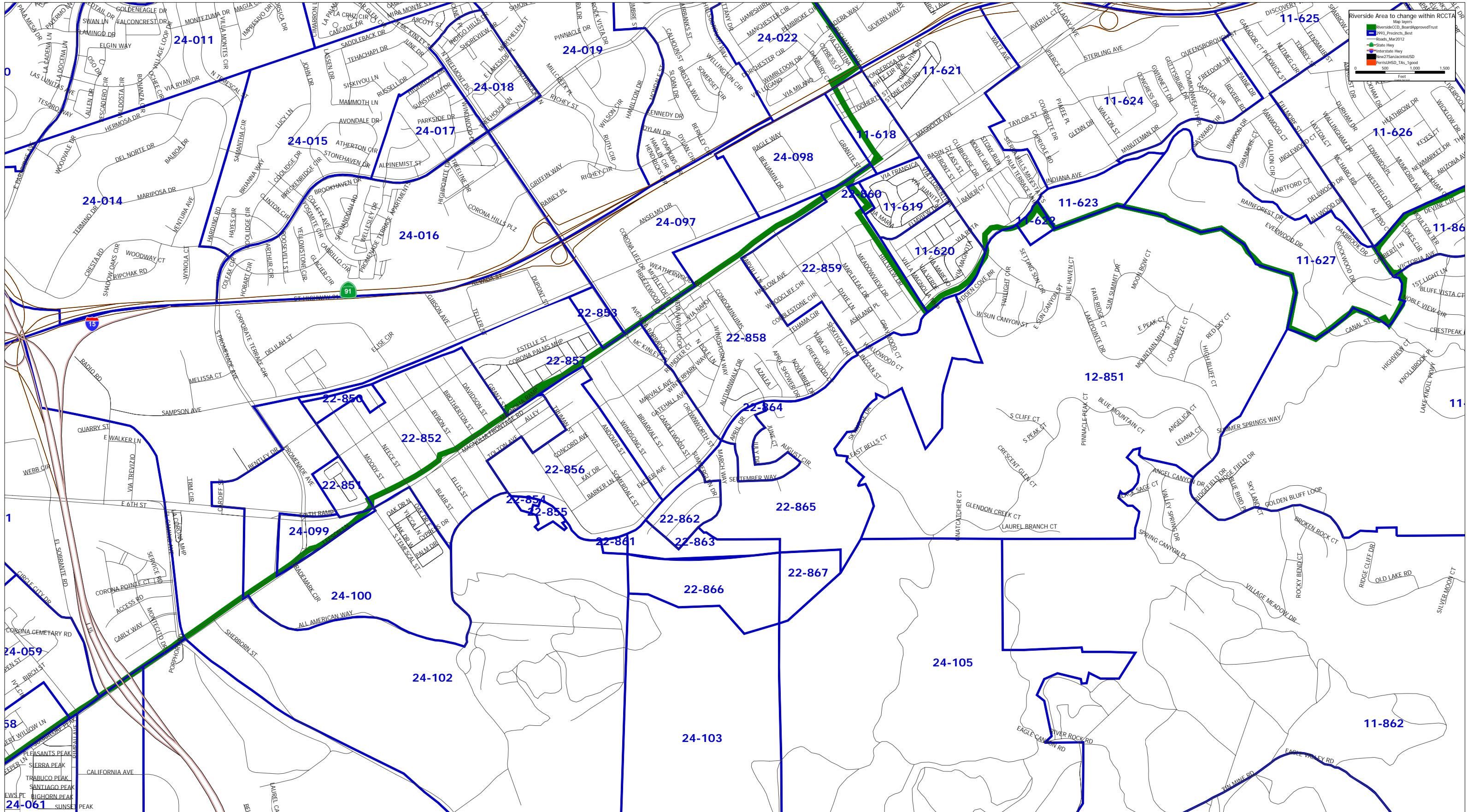




Riverside Community College District

Registrar of Voters Requested Adjustment (North Highgrove)





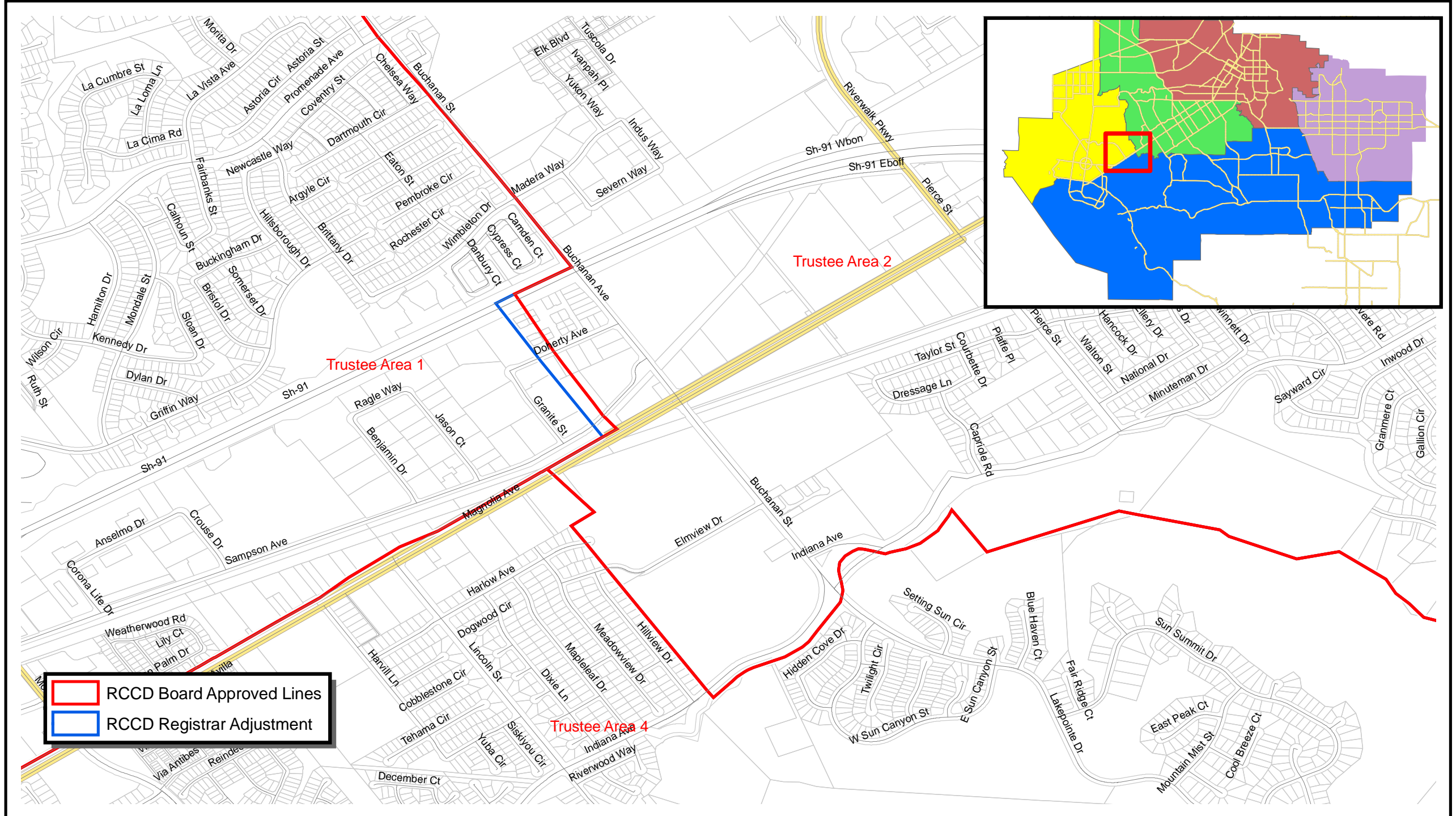
Riverside Area to change within RCCTA

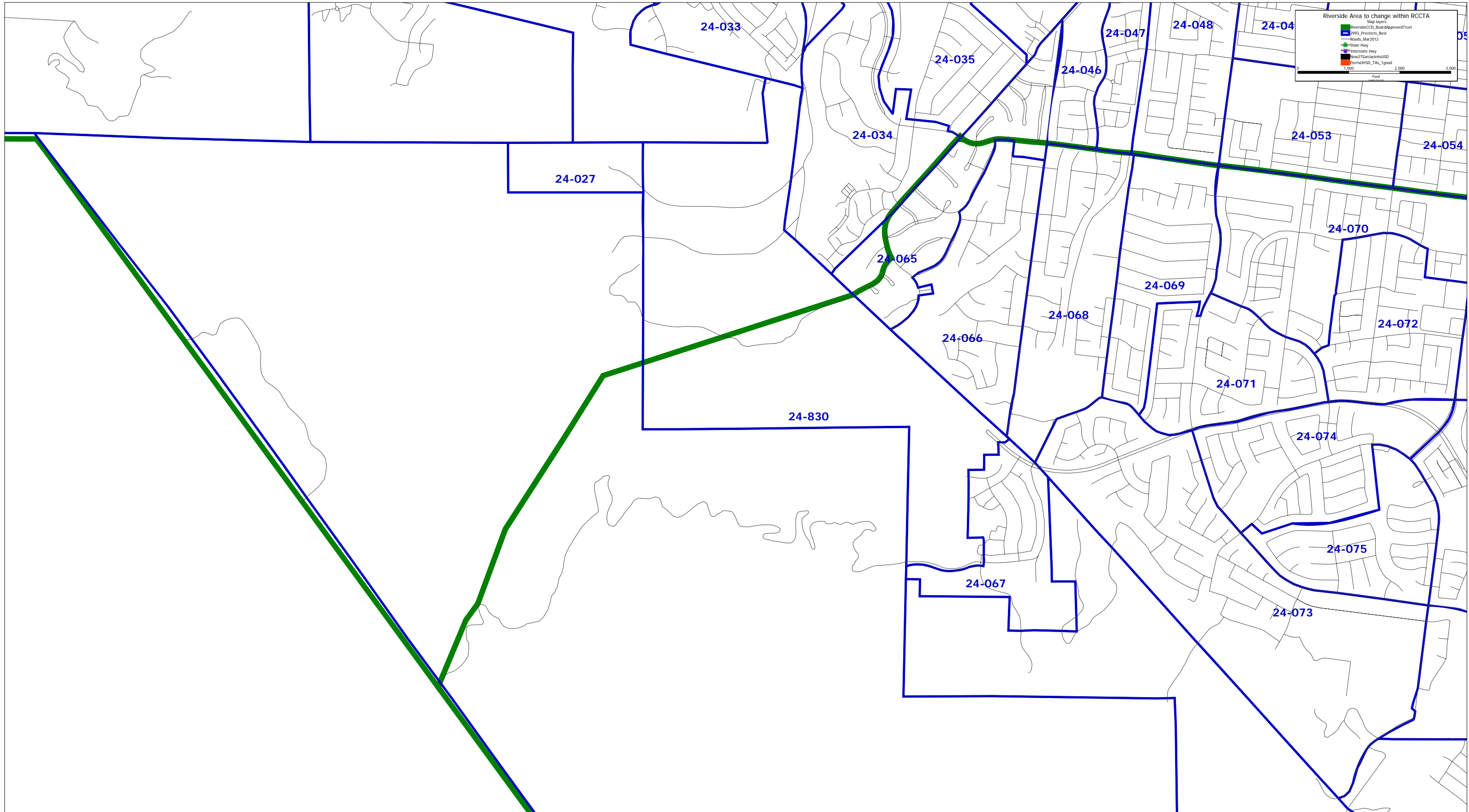
- Riverside/CDD, Board Approved Trust
- Roads, Mar 2012
- Interstate Hwy
- Interstate Hwy
- New 27 San Jacinto USD
- Riverside/CDD, TAS, 1,000

0 1,500 Feet

Riverside Community College District

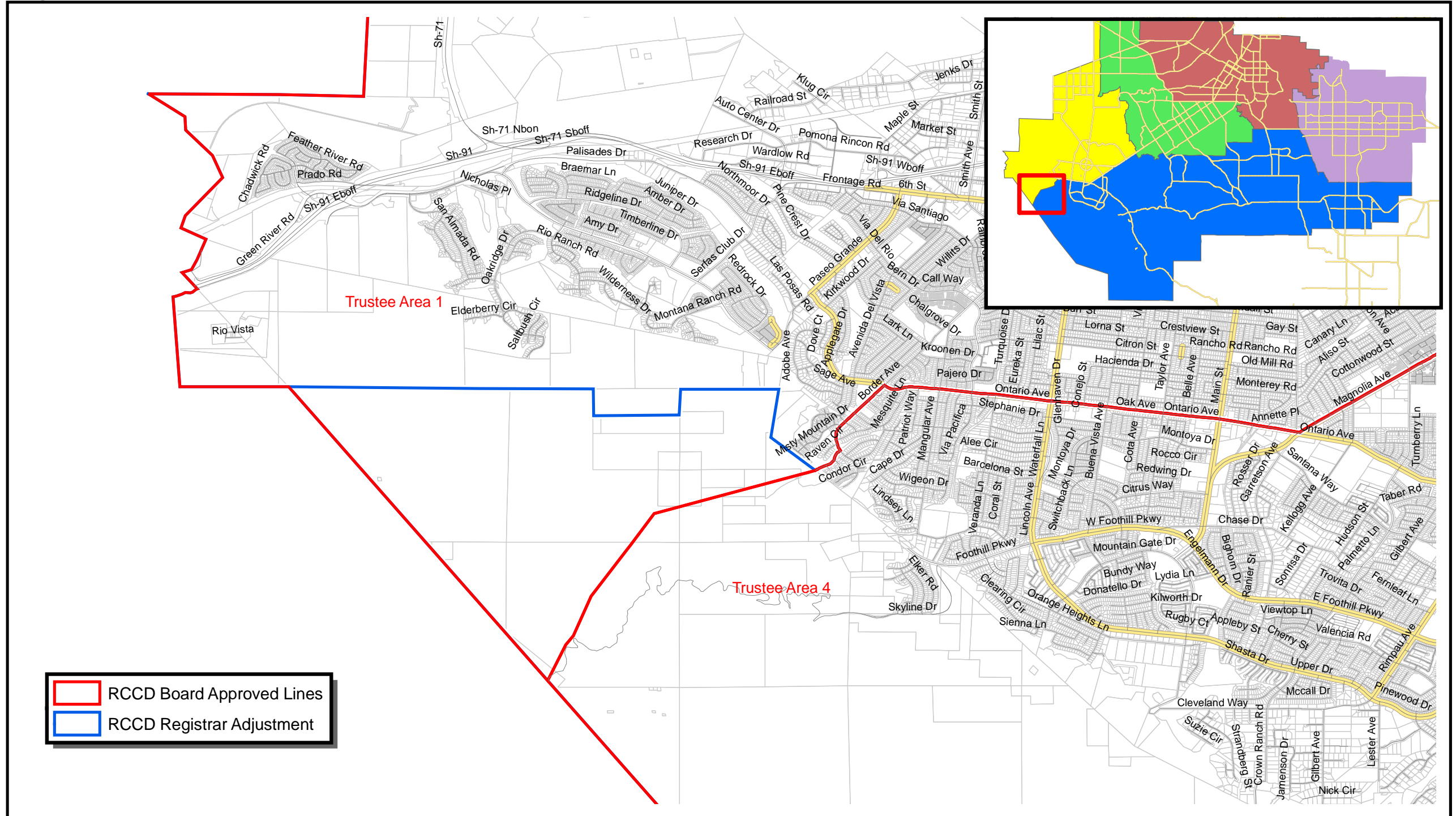
Registrar of Voters Requested Adjustment (Home Gardens)





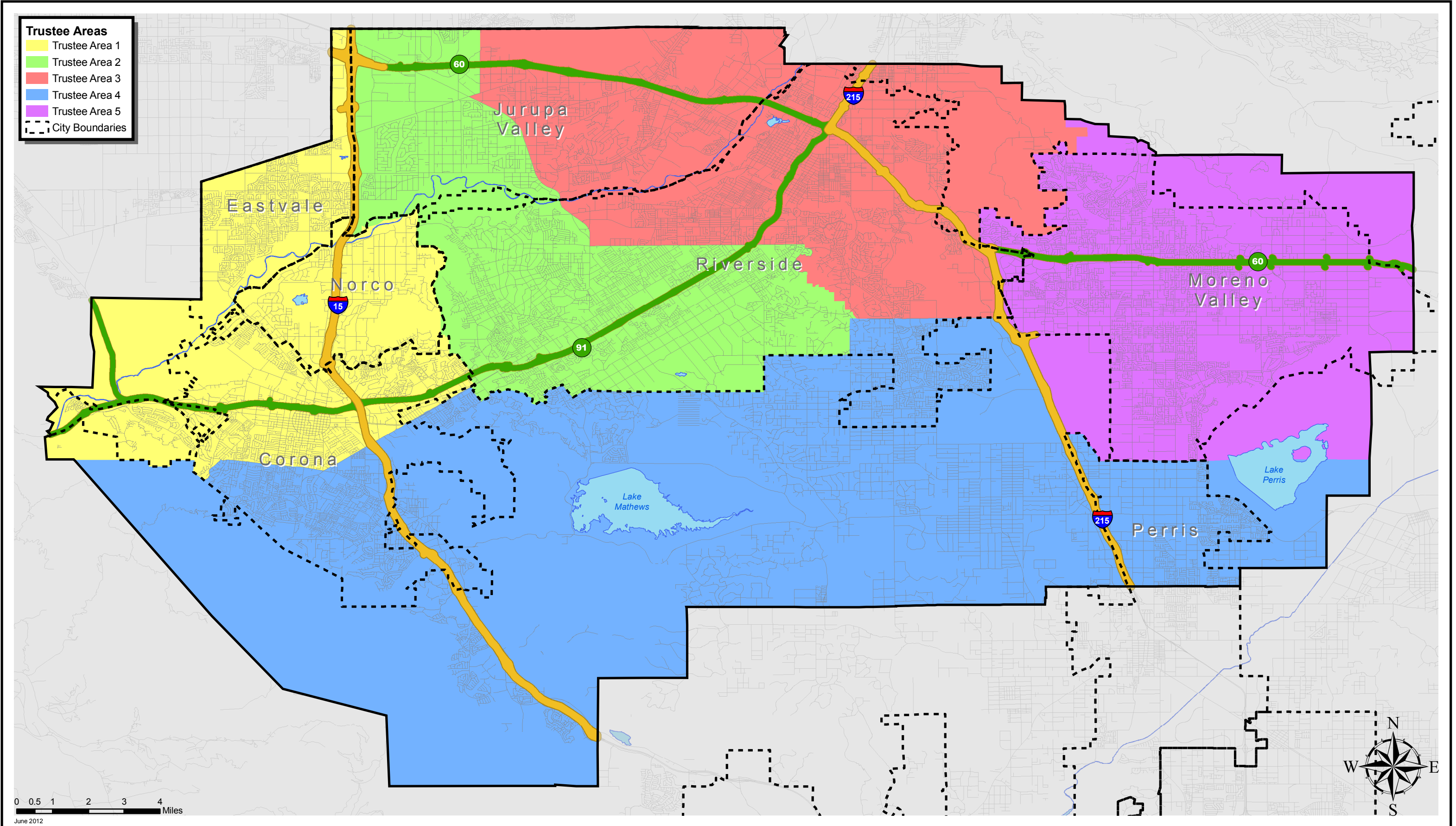
Riverside Community College District

Registrar of Voters Requested Adjustment (Corona)



Riverside Community College District

Trustee Areas



0 0.5 1 2 3 4 Miles

June 2012



Agenda Item (IV-F)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Chancellor's Reports (IV-F) |
| Subject | Resolution Number 43-11/12 Order of Election, Ordering of Consolidated Governing Board Member Biennial Election |
| College/District | District |
| Funding | General Fund |
| Recommended Action | It is recommended that the Board of Trustees adopt Resolution Number 43-11/12, Order of Election of Riverside Community College District, Riverside, California - Resolution ordering consolidated governing board member biennial election, specifications of the election order, and request for consolidation for the November 6, 2012 election; and send Order of Election to the Registrar of Voters and County Superintendent of Schools. |

Background Narrative:

Every even numbered year, the seats of the district governing board are elected as part of the November consolidated election. This year, two seats are to be in the consolidated election. Earlier this year, the Board of Trustees and confirmed by the Board of Governors, moved from at-large trustee elections to by-district/area trustee elections. As such, trustee areas one and three will be on the consolidated ballot for November.

The Order of Election not only declares two seats for RCCD Board of Trustees to be on the Consolidated Election to be held November 6, 2012; but also that candidates, not the District, will bear the costs of any candidates statement. Upon adoption of the Resolution, three copies are to be signed and filed with the Registrar of Voters, County Superintendent of School and with the District Chancellor's office.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[Resolution Order of Election](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 43-11/12

ORDER OF ELECTION

**OF RIVERSIDE COMMUNITY COLLEGE DISTRICT,
RIVERSIDE COUNTY, CALIFORNIA**

**RESOLUTION ORDERING CONSOLIDATED GOVERNING BOARD MEMBER
BIENNIAL ELECTION, SPECIFICATION OF THE
ELECTION ORDER, AND REQUEST FOR CONSOLIDATION**

WHEREAS, Section 5300 of the Education Code states that school district elections shall be governed by the Elections Code: and

WHEREAS, Section 1302(b) of the Elections Code allows for a governing board election to be held biennially on the first Tuesday after the first Monday in November of each even-numbered year to fill the offices of governing board members whose terms expire on the first Friday of December next succeeding the election;

WHEREAS, the Riverside Community College District Board of Trustees and the California Community College System Board of Governor's approved moving Trustee Elections for Riverside Community College District from At-Large, to By-District area trustee elections, with Areas 1 and 3 scheduled for the November 2012 election and Areas 2, 4 and 5 for the November 2014 election; and

IT IS THEREFORE RESOLVED that, the County Superintendent of Schools of this county is hereby ordered to call an election for said purpose, and in accordance with the designations contained in the following specifications of the election order made under the authority of Education Code Section 5322;

IT IS FURTHER ORDERED that, pursuant to Education Code Section 5340 and Elections Code Section 1302(b)(3), the officer conducting the election shall cause said election to be consolidated with governing board elections being held on the same day by the school or community college district having area in common with this district.

The election shall be held on **Tuesday, November 6, 2012.**

The purpose of the election is to elect two (2) members of the governing board for a full term ending **December 8, 2016** to the following offices:

| | | |
|---------------|-----------|--------------------------------------|
| Area 1Trustee | 2012-2016 | Riverside Community College District |
| Area 3Trustee | 2012-2016 | Riverside Community College District |

The two (2) currently seated members of the Governing Board of the Riverside Community College District whose terms expire at this election are:

Mark Takano
Mary Figueroa

IT IS FURTHER RESOLVED that, pursuant to Elections Code Section 13307, candidates requesting a Candidates Statement, limited to 200 words, printed and mailed to the voters, shall be required to pay the actual prorated cost thereof.

IT IS FURTHER ORDERED that, pursuant to Education Code Section 5322, the clerk of the District is hereby directed to furnish copies of this Order to the County Superintendent of Schools and the officer conducting this election not less than 123 days prior to the date of the election.

The foregoing Resolution and Order was adopted and affirmed by the governing board of Riverside Community College District of Riverside County, California, being the board authorized by law to make the designations contained herein, by formal vote as follows:

Ayes:

Noes:

Absent:

Date: June 19, 2012

Janet Green
President of the Board of Trustees
Riverside Community College District

State of California)

ss

County of Riverside)

Certification

I hereby certify that the foregoing is a full, true and correct transcript of a resolution duly adopted and affirmed by the Governing Board named therein at a duly constituted regular meeting of the Governing Board held on June 19, 2012 as it appears in the minutes of said meeting

Date: June 19, 2012

Janet Green
President of the Board of Trustees
Riverside Community College District



Agenda Item (IV-G)

| | |
|------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Chancellor's Reports (IV-G) |
| Subject | Recognition of Service of Dr. Tom Harris and Dr. Debbie DiThomas |
| College/District | District |
| Information Only | |

Background Narrative:

Over the past academic year, Dr. Tom Harris and Dr. Debbie DiThomas have served in the presidential roles for Moreno Valley College and Norco College, respectfully. Additionally, Dr. Harris served the prior year, in that same role for Riverside City College. With presidential positions being filed July 1, 2012, Chancellor Gray recognizes both Dr. Harris' and Dr. DiThomas' for their services to the college communities and in the district.

Prepared By: Chris Carlson, Chief of Staff

Attachments:



Agenda Item (IV-H)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Chancellor's Reports (IV-H) |
| Subject | Presentation of Vision and Mission Statement for Coil School for the Arts |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees review, discuss and accept a Vision and Mission Statement for Coil School for the Arts. |

Background Narrative:

The School for the Arts has been planned and devoped over a long period of time, with various visions and objectives being established. The building plans for the Coil School for the Arts are being presented under a separate agenda item for a self-funded project, due to the lag in state funding of projects.

Staff, along with Board members Figueroa and Blumenthal, as designated at the June 5, 2012 Board Committee meeting, met to review the mission statements and vision of what was then called Riverside School for the Arts. From these reviews and discussions, the members of the Board, along with staff, present the attached Draft Mission Statement and Vision for Coil School for the Arts for the Board's review, discussion and consideration; and believes it is consistent with the school's original intent.

Prepared By: Cynthia Azari, President, Riverside City College

Attachments:

[Draft Mission and Vision Statements](#)

Coil School for the Arts: Introduction

The need and the rationale for the re-scoping of the physical facilities of the Coil School for the Arts (CSA) have been presented to the Board. The rationale and the strategy of re-scoping the original programmatic vision of the school of the arts dictated by the prevailing fiscal situation is being made such that the long term vision is preserved but re-scoped so that it can be achieved in stages.

Coil School for the Arts: The Vision

The Coil School for the Arts will stand as a lighthouse institution for the region – attracting extraordinary faculty, talented students, industry leaders, and community supporters. CSA students will be in high demand by upper division schools and universities, industry, and professional companies. Partnerships, as demonstrated in the current partnership with RUSD, and other partnerships will be formed with Riverside County Department of Education, Unified School Districts, RCCD, UCR and other colleges and universities, to develop integrated and articulated curricula that provide students with seamless pathways through high school, and all the way to and through universities and colleges. Partnerships with arts and entertainment companies will be developed and promoted to strengthen the demand for graduates and enhance economic development in the Inland Empire region.

Coil School for the Arts: The Mission

The mission of the Coil School for the Arts (CSA) is to provide students authentic, integrated, innovative, and industry-relevant training that will allow students to pursue their own artistic endeavors and to utilize artistic means to raise awareness of social justice and civil liberties in our culturally diverse community. The broad scope of the curriculum integrating academic, arts and technology courses infuses educational experiences leading to the most advanced levels of artistic, technical, aesthetic, and reflective skills needed to be creative in a knowledge and career-based economy.

Coil School for the Arts: The Program

CSA is composed of five departments including:

- 1) Music with sub-specialties including, but not limited to Chamber Singers; Wind Ensemble; Jazz Ensemble; Guitar Ensemble, Marching Tigers; and Symphony Orchestra.
- 2) Dance with subspecialties including, but not limited to Performing Art in Dance; and Choreography.
- 3) Theater with sub-specialties including, but not limited to Acting; Musical Theater; Technical Theater; and script development.
- 4) Fine Arts with sub-specialties including, but not limited to Painting; Ceramics; and Sculpture.
- 5) Film Television and Video department.

The new CSA facility will play a vital role in providing vital artistic outreach services to the community as well as serve as a vital training facility by allowing students to perform with professionals in the field.



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-I)

Meeting 6/19/2012 - Regular

Agenda Item Chancellor's Reports (IV-I)

Subject Annual Master Planning Calendar

College/District District

Information Only

Background Narrative:

Annually the Board sees and takes action on items at the same time each year. For the purposes of planning the monthly committee and Board meetings the Annual Master Planning Calendar is provided for the Board's information.

Prepared By: Greg Gray, Chancellor

Attachments:

[June 2012 Annual Master Planning Calendar](#)

RECOMMENDED 2011-12 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

| Month | Planned Agenda Item |
|-----------|--|
| August | <ul style="list-style-type: none"> • Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals • Proposed Curricular Changes • Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee |
| September | <ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended June 30 • Budget – Public Hearing |
| October | <ul style="list-style-type: none"> • Annual Master Grant Submission Schedule • College Closure – Holiday Schedule |
| November | <ul style="list-style-type: none"> • Annual CCFS-311 Financial and Budget Report • Annual Proposition 39 Financial and Performance Audits |
| December | <ul style="list-style-type: none"> • Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments. • Annual Board of Trustees Meeting Calendar for January-December • RCCD Report Card on the Strategic Plan • Annual District Academic Calendar • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended September 30 • RCCD Report Card on the Strategic Plan • Annual Independent Audit Report for the Riverside Community College District • Annual Independent Audit Report for the Riverside Community College District Foundation • Fall Scholarship Award to Student Trustee |
| January | <ul style="list-style-type: none"> • Accountability Reporting for Community Colleges • Grants Office Annual Winter Report • Governor's Budget Proposal • Federal Legislative Update • Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes |
| February | <ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended December 31 |
| March | <ul style="list-style-type: none"> • Recommendation Not to Employ (March 15th Letters) |
| April | <ul style="list-style-type: none"> • Academic Rank – Full Professors • Authorization to Encumber Funds • Proposed Curricular Changes • Accountability Reporting for Community Colleges |
| May | <ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended March 31 • Summer Workweek • Resolution to Recognize Classified School Employee Week • Board of Trustees Annual Self-Evaluation • Chancellor's Evaluation |
| June | <ul style="list-style-type: none"> • Administration of Oath of Office to Student Trustee • Spring Scholarship Award to Student Trustee • Department Chairs and Stipends, Academic Year • Coordinator Assignments • Extra-Curricular Assignments • Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded • Academic Administrator Employment Contracts • Emeritus Awards, Faculty • Tentative Budget and Notice and Public Hearing on the Budget • Moreno Valley College Catalog • Norco College Catalog • Riverside City College Catalog • Board Self Evaluation – Reporting Out |



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (V-A)

Meeting 6/19/2012 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

Student Trustee Nick Bygon will be presenting the report about recent and future student activities at Moreno Valley College, Norco College and Riverside Community College District.

Prepared By: Greg Gray, Chancellor
Nick Bygon,

Attachments:



Agenda Item (VI-A-1)

Meeting 6/19/2012 - Regular

Agenda Item Consent Agenda Action (VI-A-1)

Subject Academic Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the academic personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes academic personnel appointments and takes actions. The attached list of academic personnel actions are for the Board's approval/ratification.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120619_Academic Personnel](#)

[20120619_Academic Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: June 19, 2012

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

The Chancellor recommends approval/ratification for the following appointments:

a. Management Contracts

| <u>Name</u> | <u>Position</u> | <u>Term of Employment</u> | <u>Salary Placement</u> |
|---------------------------------------|-------------------------------------|---------------------------|-------------------------|
| NORCO COLLEGE | | | |
| Dieckmeyer, Diane | Vice President, Academic Affairs | 07/01/12 – 06/30/14 | AB-5 |
| RIVERSIDE CITY COLLEGE | | | |
| Alvarado, Cecilia (Reorganization) | Dean, Student Services | 07/01/12 – 06/30/14 | X-3 |

b. Management Contracts – Categorically Funded

| <u>Name</u> | <u>Position</u> | <u>Term of Employment</u> | <u>Salary Placement</u> |
|------------------------|-------------------------------------|---------------------------|-------------------------|
| RIVERSIDE CITY COLLEGE | | | |
| Gomez, Steve | Director, Pathways to Excellence | 07/01/12 – 06/30/13 | T-2 |

c. Contract Faculty

| <u>Name</u> | <u>Discipline</u> | <u>Date</u> | <u>Placement</u> |
|-----------------------|-------------------|-------------|------------------|
| MORENO VALLEY COLLEGE | | | |
| ASSISTANT PROFESSOR | | | |
| Moon, Deborah | Dental Hygiene | 08/21/12 | E-1 |
| RIVERSIDE CITY COLLGE | | | |
| ASSISTANT PROFESSOR | | | |
| Harold, Gina | Nursing | 08/21/12 | E-7 |

Subject: Academic Personnel

Date: June 19, 2012

1. Appointments – Continued

- d. Department Chairs and Stipends, Academic Year 2012-13
The individuals specified on the attached list.
- e. Coordinator Assignments, Academic Year 2012-13
The individuals specified on the attached list.
- f. Extra-Curricular Assignments, Academic Year 2012-13
The individuals specified on the attached list.

2. Notices of Employment – Tenured Faculty, Academic Year 2012-13

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87609, approve notices of employment for the academic year 2012-13 for tenured faculty specified on the attached list.

3. Notices of Employment – Contract Faculty, Academic Year 2012-13

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87608, approve notices of employment for the academic year 2012-13 for contract faculty specified on the attached list.

4. Notices of Employment – Contract Faculty, Academic Years 2012-13 and 2013-14

The Board of Trustees, consistent with the provisions of Education Code Section 87608.5, employs contract faculty working under their second contract for the following two academic years. It is recommended the Board of Trustees approve notices of employment for the academic years 2012-13 and 2013-14 for the following contract faculty member.

Name

Muto, Janice

5. Notices of Employment – Categorically Funded Faculty, Academic Year 2012-13

The Board of Trustees, consistent with the provisions of Education Code Section 87470, employs faculty, in programs and projects to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration. Employment may be for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of the Education Code respecting the termination of contract or regular employees.

It is recommended the Board of Trustees approve the notices of employment for the term of appointment indicated for the categorically funded faculty specified on the attached list.

Subject: Academic Personnel

Date: June 19, 2012

6. Academic Administrator Employment Contracts, Academic Years 2012-13 and 2013-14

The Board of Trustees, consistent with the provisions of Education Code Section 72411, employs academic administrators by contract. It is recommended that the Board of Trustees approve the employment contracts on the attached list for academic years 2012-13 and 2013-14 and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

7. Academic Administrator Employment Contracts, Academic Year 2012-13

The Board of Trustees, consistent with the provisions of Education Code Section 72411, employs academic administrators by contract. It is recommended that the Board of Trustees approve the following employment contract extension for Norco College and authorize the Vice Chancellor, Diversity and Human Resources to sign the contract.

| <u>Name</u> | <u>Position</u> | <u>Term of Employment</u> | <u>Salary Placement</u> |
|---------------|------------------------------|---------------------------|-------------------------|
| Farrar, Carol | Interim, Dean of Instruction | 07/01/12 – 11/16/12 | Z-5 |

8. Categorically Funded Academic Administrator Employment Contracts, Academic Year 2012-13

The Governing Board of Riverside Community College District, consistent with the provisions of Education Code Section 87470, employs academic administrators, in programs and projects to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration. Employment may be for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of the Education Code respecting the termination of contract or regular employees.

It is recommended that the Board of Trustees approve the employment contracts for the categorically funded academic administrators specified on the attached list and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

9. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification.

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective July 1, 2012.

| <u>Name</u> | <u>From Column</u> | <u>To Column</u> |
|----------------------|--------------------|------------------|
| Lesser, Donna | F | G |
| Shirinian, Margarita | E | F |

Subject: Academic Personnel

Date: June 19, 2012

10. Salary Placement Adjustment

At their meeting of February 22, 2011, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member listed below, effective February 22, 2011.

| <u>Name</u> | <u>Title</u> | <u>From Column/Step</u> | <u>To Column/Step</u> |
|----------------|---------------------------------------|-------------------------|-----------------------|
| Ovard, Cynthia | Visiting Instructor, Dental Assisting | C-6 | E-6 |

11. The Riverside Community College District (District) and the Riverside Community College District Faculty Association CCA/CTA/NEA (Association) Memorandum of Agreement Regarding Access Control Cards and Surveillance Videotape

The District and Association agree that information obtained by the access control card system or campus surveillance cameras will not be used for evaluative purposes, but may be released in accordance with safety and security concerns. The agreement discusses the responsibility for control cards and the reporting of lost or stolen cards. It is recommended the Board of Trustees ratify the attached Memorandum of Agreement dated April 24, 2012.

12. Separation(s)

Board Policy 7350 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation(s).

It is recommended the Board of Trustees approve the resignation of the individual(s) listed below:

| <u>Name</u> | <u>Title</u> | <u>Last Day of Employment</u> | <u>Reason</u> |
|----------------|----------------------------|-------------------------------|---------------|
| Bowen, Douglas | Associate Professor, ESL | 06/08/12 | Retirement |
| Humble, Dina | Associate Professor, Music | 06/29/12 | Personal |

DEPARTMENT CHAIRS AND STIPENDS
 ACADEMIC YEAR 2012-2013

| | | Chair Stipend | Additional Stipend |
|--|----------------------|------------------|-----------------------|
| MORENO VALLEY CAMPUS | | | |
| Business and Information Systems Technology | Matthew Barboza | 100% | |
| Assistant Chair | Jose Duran | 0% | |
| Communications | Anna Marie Amezquita | 100% | |
| Assistant Chair | Sonya Nyrop | 0% | |
| Assistant Chair | Jeff Rhyne | 0% | |
| Assistant Chair | Olga Dumer | 0% | |
| Health, Human & Public Services | James Banks | 100% | |
| Assistant Chair | Lisa Hausladen | 0% | |
| Assistant Chair | Kim Metcalfe | 0% | |
| Assistant Chair | Mike Estrada | 0% | |
| Humanities and Social Sciences | Gregory Elder | 100% | |
| Assistant Chair | Fabian Biancardi | 0% | |
| Assistant Chair | Rosario Mercado | 0% | |
| Assistant Chair | Salvador Soto | 0% | |
| Mathematics, Sciences and Kinesiology | Shara Marshall | 100% | |
| Assistant Chair | Stephen Wagner | 0% | |
| Assistant Chair | James Namekata | 0% | |
| Public Safety Education and Training | Natalie Hannum | 100% | \$1,515 |
| NORCO CAMPUS | | | |
| Arts, Humanities and World Languages | Dominique Hitchcock | 50% | |
| Co-Chair | Walter Stevens | 50% | |
| Business, Engineering & Information Technologies | Judy Perry | 50% | |
| Co-Chair | Patricia Worsham | 50% | |
| Assistant Chair | Paul VanHulle | 0% | |
| Communications | Melissa Bader | 100% | |
| Assistant Chair | Margarita Shirinian | 0% | |
| Mathematics and Sciences | Jason Rey | 62% | |
| Assistant Chair | Phu Tran | 19% | |
| Assistant Chair | Tim Wallstrom | 19% | |
| Social and Behavioral Sciences | Peter Boelman | 100% | |
| Assistant Chair | Alexis Gray | 0% | |
| Assistant Chair | David Payan | 0% | |

DEPARTMENT CHAIRS AND STIPENDS
ACADEMIC YEAR 2012-2013

| RIVERSIDE CITY COLLEGE | | Chair Stipend | Additional Stipend |
|---|--------------------------|------------------|-----------------------|
| Applied Technology | Paul O'Connell | 67% | |
| Assistant Chair | Yuri Ulloa | 33% | |
| Art | Steve Horn | 100% | |
| Behavioral Sciences | Richard Davin | 100% | |
| Business and Information Systems & Technology | Ron Pardee | 40% | |
| Co-Chair | Janet Lehr | 60% | |
| Chemistry | Daniel Bernier | 100% | |
| Communication Studies | Joan Gibbons-Anderson | 100% | |
| Cosmetology | Peter Westbrook | 100% | |
| Counseling | Micheal Barnes | 100% | |
| Early Childhood Education | Shari Yates | 100% | |
| Economics, Geography, Political Science | Dariush Haghighat | 100% | |
| English | Diane Solorzano | 40% | \$1,515 |
| Assistant Chair | Tucker Amidon | 30% | |
| Assistant Chair | Carla Reible | 30% | |
| History, Humanities, Philosophy | Richard Mahon | 100% | |
| Kinesiology | Steve Sigloch | 100% | |
| Assistant Chair | Clara Lowden | 0% | |
| Library | Hayley Ashby | 100% | |
| Life Sciences | John Rosario | 43.0% | |
| Assistant Chair | Virginia White | 28.5% | |
| Assistant Chair | Elisabeth Thompson-Eagle | 28.5% | |
| Mathematics | Rogelio Ruiz | 50% | |
| Assistant Chair | Marc Sanchez | 50% | |
| Nursing | Kimberly Reimer | 50% | |
| Assistant Chair | Tammy VantHul | 50% | |
| Performing Arts (Dance) | Mark Haines | 33.3% | |
| Co-Chair (Theatre) | Jodi Julian | 33.3% | |
| Co-Chair (Music) | Charles Richard | 33.3% | |
| Physical Science | Scott Blair | 100% | |
| World Languages | Diana MacDougall | 100% | |
| Assistant Chair | Dorothy Gaylor | 0% | |

COORDINATOR ASSIGNMENTS
ACADEMIC YEAR 2012-13

| Activity | Name |
|--|------------------------|
| Assessment, Moreno Valley | Sheila Pisa |
| Assessment, Norco | Arend Flick |
| Assessment, Riverside | Jim Elton |
| Faculty Development, Moreno Valley | Dan Clark |
| Faculty Development, Norco | Sheryl Tschetter |
| Faculty Development, Riverside | Amber Casolari |
| Honors Program, Moreno Valley | Christopher Rocco |
| Honors Program, Norco | Lyn Greene |
| Honors Program, Riverside | Thatcher Carter |
| Math Lab, Moreno Valley | Fen Johnson |
| Math Lab, Norco | TBA |
| Math Lab, Riverside (50%) | Ernesto Reyes |
| Math Lab, Riverside (50%) | Veasna Chiek |
| Performing and Fine Arts | Jasminka Knecht |
| Student Activities (Moreno Valley) | Frankie Moore |
| Student Activities (Norco) | Dimitrios Synodinos |
| Student Activities (Riverside) | Doug Graham |
| Student Activities (Riverside) | Deborah Hall |
| Writing and Reading Center (Moreno Valley) | Jeff Rhyne |
| Writing and Reading Center (Norco) | Sheryl Tschetter |
| Writing and Reading Center (Riverside) | Denise Kruiuzenga-Muro |

EXTRA-CURRICULAR ASSIGNMENTS
ACADEMIC YEAR 2012-13

| Activity | Name |
|-----------------------------------|-----------------------|
| Head Baseball Coach | Dennis Rogers |
| Assistant Baseball Coach | Rudolph Arguelles |
| Assistant Baseball Coach | Andy Rojo |
| Head Basketball Coach, Men | John Smith |
| Assistant Basketball Coach, Men | Marques Scarborough |
| Assistant Basketball Coach, Women | TBA |
| Head Cross Country Coach, Men | James McCarron |
| Assistant Football Coach | Daniel Lynds |
| Assistant Football Coach | Tom Nelson |
| Assistant Football Coach | Alan Peterson |
| Assistant Football Coach | Julius McChristian |
| Assistant Football Coach | Kevin Wilch |
| Assistant Football Coach | Michael Richey |
| Assistant Football Coach | Londell Ramsey |
| Assistant Football Coach | Daniel Barlage |
| Assistant Football Coach | Michael Tohuy |
| Assistant Football Coach | James Kuk |
| Head Golf Coach | Steven Sigloch |
| Head Softball Coach | Michelle Daddona |
| Assistant Softball Coach | Jose Ortega |
| Assistant Softball Coach | Kristina Webb |
| Head Swimming Coach, Women | David Almquist |
| Head Swimming Coach, Men | Douglas Finfrock |
| Assistant Swimming Coach, Women | Sarah Quinte |
| Assistant Swimming Coach, Men | Thomas Borden |
| Assistant Diving Coach, Swim | James Adams |
| Head Tennis Coach, Men | William Elton |
| Head Tennis Coach, Women | Nikki Bonzoumet |
| Head Track Coach, Men | James McCarron |
| Assistant Track Coach | Duverick Wiley |
| Assistant Track Coach | Nicholas Robinson |
| Assistant Track Coach | Gregory Magee |
| Assistant Track Coach | Abderrahmane Marcelli |
| Assistant Track Coach | Aric Juarez |
| Head Volleyball Coach | Monica Hayes-Trainer |
| Assistant Volleyball Coach | Frederick Nash |
| Head Water Polo Coach, Men | Richard Hass |
| Head Water Polo Coach, Women | David Almquist |
| Assistant Water Polo Coach, Men | Jason Northcott |
| Assistant Water Polo Coach, Men | Douglas Finfrock |
| Assistant Director of Athletics | TBA |
| Strength Coach | Daniel Lynds |
| Head Soccer Coach, Men | Francisco Melgarejo |

EXTRA-CURRICULAR ASSIGNMENTS
ACADEMIC YEAR 2012-13

| Activity | Name |
|---|------------------|
| Head Soccer Coach, Women | Lynsey Jalayer |
| Advisor to College Newspaper | Allan Lovelace |
| Auxiliary Unit | Gary Locke |
| Director of Marching Band | Gary Locke |
| Director of Jazz Band | Charles Richard |
| Director of Choir | Vonetta Mixon |
| Director of Choir (Vocal Jazz and Chamber) | John Byun |
| Director of Dance | Rita Chenoweth |
| Director of Dance | Mark Haines |
| Director of Dance | Sofia Carreras |
| Director of Lighting Design | Mark Haines |
| Director of Performing Arts (Winds and Orchestra) | Kevin Mayse |
| Director of Performing Arts (Guitar) | Peter Curtis |
| Director Automotive Programs (General Automotive) | Paul O'Connell |
| Director, Production Printing | Rich Finner |
| Director, Physical Science Stock Room | Terrance O'Neill |
| Director, Planetarium | Scott Blair |
| Director, Pep Squad | Rachelle Fawcett |
| Director, Program Review (District) .1 | Jim Thomas |
| Director, Program Review (Moreno Valley) .1 | Carolyn Quin |
| Director, Program Review (Norco) .1 | Jim Thomas |
| Director, Program Review (Riverside) .1 | TBA |
| Director, Theater | Jodi Julian |
| Director, Theater | David Nelson |
| Model United Nations Coach | Ward Schinke |

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Acharya, Surekha
Alexander, Sharon
Aljord, Huda
Allen, Thomas
Almquist, David
Amezquita, Anna Marie
Amidon, Tucker
Andacheh, Khalil
Anderson, Kristine
Anderson, Kimberly
Anguiano, Joe
Arguelles, Rudolph
Ashby, Hayley
Avalos, David
Avila, Patricia
Baciuna, Nicolae
Bader, Melissa
Baker, David
Balent, Amy
Banks, James
Baradaran, Robert
Barboza, Matthew
Barnes, Micheal
Beck, Rex
Bendshadler, Cindy
Bernier, Daniel
Bhatia, Shailesh
Bhattacharya, Debadarshi
Biancardi, Fabian
Blair, Scott
Boelman, Peter
Bonzoumet, Nikki
Bowen, Douglas
Braiman, Linda
Brautigam, Kelly
Brewster, Steven
Brockenbrough, Celia
Brooks, Kathryn
Brotherton, Catherine
Brown, Timothy
Brown, Scott
Brown, Ellen

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Brown, Amanda
Brown, Jami
Brown, Marsha
Broyles, Larisa
Burchett, Gregory
Burnett, Sarah
Burriss, Robert
Byun, John
Campo, Peggy
Carreras, Sofia
Carter, Thatcher
Casolari, Amber
Cazares, Deborah
Cerwin-Bates, Stacey
Chacon, Rosina
Cheney, James
Chenoweth, Rita
Chiek, Veasna
Christiansen, Jill
Chung, Elisa
Clark, Daniel
Cluff, Michael
Colucci, Marie
Conrad, Diane
Cordier, Gerald
Coverdale, John
Cramm, Kenneth
Crasnow, Sharon
Cregg, James
Cryder, Michael
Curtis, Peter
Curtis, Antonio
Daddona, Michelle
Davin, Richard
Dawson, Shelly
Dean, Leslie
DeGuzman, Joseph
Delgadillo-Flores, Monica
Dibenedetto, Tamra
Douglass, Kelly
Drake, Sean
Dumer, Olga

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Duran, Jose
Dyogi, Damianita
Eckstein, Joseph
Elder, Gregory
Elizalde, Andres
Elton, William
Estrada, Michael
Fast, Matthew
Fawson, Evangeline
Finner, Richard
Flick, Arend
Fontaine, Robert
Fontana, Sandra
Forlenza, Gerard
Foster, Donald
Freitas, Siobhan
Frewing, Janet
Friedrich Finnern, Teresa
Gage, George
Galicia, Felipe
Gall, Nancy
Galusky, Preston
Garcia, Carlos
Garcia, Steven
Gaylor, Dorothy
Gibbons-Anderson, Joan
Gibbs, Travis
Gobatie, Cynthia
Graham, Douglas
Gray, Alexis
Greathouse, Laura
Gregg, Dayna
Grenfell, John
Grey, Bobbie
Gutierrez, Monica
Gutierrez, Edgar Ivan
Haghighat, Dariush
Haines, Mark
Hall, Lewis
Hall, Deborah
Hausladen, Lisa
Hayes-Trainer, Monica

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Herrick, Scott
Hitchcock, Dominique
Honore, Cheryl
Hopkins, John
Horn, Stephen
Howard, Lin
Howard, Lisa
Howard, Jeanne
Hulshof, Lidia
Humble, Dina
Indermuehle, Denise
Ishihara, Chie
Issa, Ali
Jew, Robert
Jimenez, Gary
Johnson, Brian
Johnson, Fen
Judon, LaNeshia
Julian, Jodi
Kelly, Kathryn
Kennedy, Stephen
Kessler, Rebecca
Kime-Hunt, Ellen
Knecht, Jasminka
Kobzeva-Herzog, Elena
Kreitner, Lani
Kroetz, Sabrina
Kruizenga-Muro, Denise
Kyriakos, Stephany
Legner, Mary
Lehr, Mark
Lehr, Janet
Leifer Hartston, Gloria
Lesch, Jacqueline
Lesser, Donna
Leung, Juliana
Lewis, Mark
Lipkin, Ellen
Locke, Gary
Lomayesva, Dwight
Longway, Mark
Loomis, Rebecca

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Lovelace, Allan
Lowden, Clara
Lowry, Stephanie
MacDougall, Diana
Magno, Karyn
Mahon, Richard
Makin, Deborah
Marsh, Diane
Marshall, Shara
Masterson, Romulus
Matsos, Peter
Mayse, Kevin
McCarron, James
McLeod, Scott
McQuead, Michael
Mendoza, Gabriela
Mercado, Rosario
Metcalf, Kim
Mills, Susan
Mills, David
Miter, Carol
Moncrieff, Melvin
Moore, Frankie
Moore, Barbara
Moores, Paul
Morales, Herbert
Morrill, Cynthia
Mowrey, Jodi
Mulari, Jeffrey
Nabours, Kathy
Namekata, James
Nelson, David
Nelson, Lee
Nelson, Lisa
Nollette, Christopher
Nyrop, Sonya
O'Connell, Paul
Olaerts, Ana Marie
O'Neill, Terrence
Osgood-Treston, Brit
Pacheco, Maria
Pardee, Ronald

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Parker, LaTonya
Pavlis, Bonnie
Payan, David
Pena, Larry
Perry, Judy
Pessah, Samuel
Pfeifle, Ann
Pfenninger, Michele
Phelps, William
Pisa, Sheila
Prior, Robert
Quin, Carol
Quinto-MacCallum, Bonavita
Ramos, Rosa
Reible, Carla
Reid, Miguel
Reimer, Kimberly
Rey, Jason
Reyes, Ernesto
Reynolds, Joseph
Rhyne, Jeffrey
Richard, Charles
Richardson, Paul
Ries, Richard
Robles, Andy
Rocco, Christopher
Rodman, Richard
Rodriguez, Nicholas
Rogers, Dennis
Romero, Clarence
Romero, Estrella
Rosario, John
Ruiz, Rogelio
Ruiz, Ronald
Ruth, Clifford
Sanchez, Marc
Sandoval, Christine
Sandoval, Victor
Sarkis, Rosemarie
Saxon, Kathleen
Schinke, Ward
Schmidt, Steven

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Schutte, Donna
Scott-Coe, Jo
Sell, Kathleen
Sellick, Mark
Seniguar, John
Shirinian, Margarita
Sigloch, Steven
Sinigaglia, Nicholas
Slicer, Kathy
Slocum, David
Sloniger, Mitzi
Smith, Deborah
Smith, Heather
Smith, John
Snitker, Nicole
Solorzano, Diane
Soto, Salvador
Spangler, Jason
St. Peters, Susan
Stafford, Paula
Stearns, Frank
Sternburg, Charles
Stevens, Walter
Stone, Rachel
Suzuki, Takashi
Synodinos, Dimitrios
Taube, Rhonda
Thomas, James
Thompson, Oliver
Thompson, Eric
Thompson-Eagle, Elisabeth
Tjandra, Margaret
Tolunay Ryan, Adviy
Torre, Sandra
Tovares, Charles
Tran, Phu
Truttmann, Leo
Tsai, I-Ching
Tschetter, Sheryl
Tutor, Patricia
Ulloa, Yuri
Van Hulle, Paul

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

VantHul, Tammy
Vermillion, Amy
Wagner, Thomas
Wagner, Stephen
Wallstrom, Timothy
Werner-Fraczek, Joanna
Westbrook, Peter
Whelchel, Pamela
White, Virginia
Wicken, Ingrid
Wiggs, Micherri
Wilcoxson, Don
Williams, Edward
Williamson, Jarrod
Willie, Cheryl
Wimer, Beverly
Woods, Kristi
Worsham, Patricia
Wyckoff, Charles
Yao, Chui
Yates, Sharon
Yglecias, Elizabeth
Yount, Gwendolyn
Zapata, Valarie
Zwart, Gail

NOTICES OF EMPLOYMENT
CONTRACT FACULTY
ACADEMIC YEAR 2012-13

Incumbent Name

Abbate, Nicole

Byous, Rosslynn

Finley, James

Gabriel, Richard

Harris, Vivian

Iliscupidez, Marissa

Moore, John

Schwartz, Michael

Wong, Chau

NOTICES OF EMPLOYMENT
CATEGORICALLY FUNDED FACULTY
ACADEMIC YEAR 2012-13

| <u>Name</u> | <u>Term of Appointment</u> |
|----------------------|----------------------------|
| Canfield, Stephanie | 07/01/12 – 06/30/13 |
| Cordery, Janet Leigh | 07/01/12 – 06/30/13 |
| Dewri, Wayne | 07/01/12 – 06/30/13 |
| Hawthorne, Terrie | 07/01/12 – 06/30/13 |
| Montes, Bonnie | 07/01/12 – 06/30/13 |
| Perches, Carmen | 07/01/12 – 06/30/13 |
| Schultz, Garth | 07/01/12 – 06/30/13 |
| Stone, Sylvia | 07/01/12 – 06/30/13 |
| Townsell, Jeffie | 07/01/12 – 06/30/13 |
| Trejo, Silvia | 07/01/12 – 06/30/13 |

ACADEMIC ADMINISTRATOR EMPLOYMENT CONTRACTS
 ACADEMIC YEARS 2012-13 AND 2013-14

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> | <u>Salary Placement</u> |
|------------------------|--|-----------------------|-------------------------|
| MORENO VALLEY COLLEGE | | | |
| Cordell Briggs | Dean, Public Safety Education and Training | 07/01/2012 | Z-5 |
| Eugenia Vincent | Dean, Student Services | 07/01/2012 | 19-4 |
| NORCO COLLEGE | | | |
| Deborah DiThomas | Vice President, Student Services | 07/01/2012 | AB-5 |
| Monica Green-Cochrane | Dean, Student Services | 07/01/2012 | 19-3 |
| RIVERSIDE CITY COLLEGE | | | |
| Sandra Baker | Dean, School of Nursing | 07/01/2012 | Z-5 |
| Edward Bush | Vice President, Student Services | 07/01/2012 | AB-5 |
| Shelagh Camak | Executive Dean, Workforce & Resource Development | 07/01/2012 | 19-9 |
| Joy Chambers | Dean, Enrollment Services | 07/01/2012 | Y-3 |
| Mohammad Moghaddam | Director, Hospitality and Culinary Arts Programs | 07/01/2012 | 16-9 |
| Ronald Vito | Vice President, Career and Technical Programs | 07/01/2012 | AB-5 |
| Debbie Whitaker | Associate Dean, Early Childhood Education | 07/01/2012 | 18-4 |
| DISTRICT | | | |
| Pankaj Bajaj | Dean, Educational Services | 07/01/2012 | 19-4 |
| Glen Brady | Director, Distance Education/Open Campus | 07/01/2012 | V-5 |
| Richard Keeler | Dean, Grants | 07/01/2012 | 16-9 |
| Daniel Martinez | Associate Dean, Institutional Research | 07/01/2012 | 16-9 |
| Sylvia Thomas | Associate Vice Chancellor, Educational Services | 07/01/2012 | AB-5 |
| John Tillquist | Associate Vice Chancellor, Economic Development | 07/01/2012 | 19-4 |
| David Torres | Dean, Institutional Research | 07/01/2012 | 18-9 |

CATEGORICALLY FUNDED ACADEMIC ADMINISTRATOR
 EMPLOYMENT CONTRACTS
 ACADEMIC YEAR 2012-13

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> | <u>Salary Placement</u> |
|------------------------|--|-----------------------|-------------------------|
| MORENO VALLEY COLLEGE | | | |
| Maureen Chavez | Associate Dean, Grants and College Support Programs | 07/01/2012 | V-5 |
| Jeanette LaPorte | Project Director, FIPSE Grant (50% FTE) | 07/01/2012-09/30/12 | T-3 |
| NORCO COLLEGE | | | |
| Gregory Aycock | Dean, Student Success/Project Director, Title V | 07/01/2012 | W-3 |
| Kevin Fleming | Associate Dean, Career and Technical Education | 07/01/2012 | V-4 |
| Daniela McCarson | Assistant Dean, CalWORKS & Special Funded Programs | 07/01/2012 | R-3 |
| Gustavo Ocegüera | Associate Dean, Grants & College Support Programs/Proj Dir | 07/01/2012 | V-5 |
| Lorena Patton | Director, Title III STEM Grant | 07/01/2012 | T-2 |
| RIVERSIDE CITY COLLEGE | | | |
| Gregory Ferrer | Director, DSPS | 07/01/2012 | V-2 |
| Jill Marks | Project Director, Gateway to College | 07/01/2012 | 17-4 |
| Cynthia Taylor | Director, Community in Learning Partnership | 07/01/2012 | R-5 |

RIVERSIDE COMMUNITY COLLEGE DISTRICT

and

RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION
CCA/CTA/NEA

MEMORANDUM OF AGREEMENT

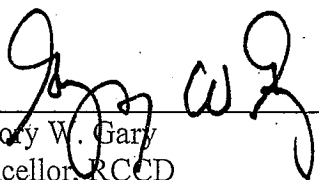
Re: Access Control Cards and Surveillance Videotape

This AGREEMENT is made and entered into on the 24th day of April 2012 by and between Riverside Community College District (hereinafter called the "District") and the Riverside Community College District, FA/CCA/CTA/NEA (hereinafter called the "Association").

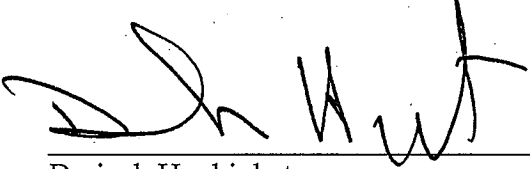
Information obtained by the access control card system or campus surveillance cameras will not be used for evaluative purposes, but may be released in accordance with safety and security concerns. Release of any information will be authorized solely by the College President.

Faculty members are responsible for the control cards that they have been issued. Any individuals who have reason to believe that the cards issued to them have been lost or stolen must report this information to the proper campus authority immediately. Failure to report lost or stolen cards may cause faculty members to be liable for any fraudulent use of their cards, dependent upon a proper investigation of said use.

This AGREEMENT supersedes any agreements regarding card use.



Gregory W. Gary
Chancellor, RCCD



Dariush Haghighat
President, RCCD FA/CCA/CTA/NEA



Agenda Item (VI-A-2)

Meeting 6/19/2012 - Regular

Agenda Item Consent Agenda Action (VI-A-2)

Subject Classified Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the classified personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes classified personnel appointments and takes actions. The attached list of classified personnel actions are for the Board's approval/ratification.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120619_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: June 19, 2012

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

The Chancellor recommends the Board of Trustees approve the following appointments:

a. Management/Supervisory

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> | <u>Salary</u> | <u>Action</u> |
|------------------------|--|-----------------------|---------------|-------------------------|
| RIVERSIDE CITY COLLEGE | | | | |
| Neves, Matthew | Interim Producer/Artistic Director | 06/30/12 | S-4 | Contract (Extension) |
| DISTRICT | | | | |
| Gilson, Steve | Interim Associate Vice Chancellor, Information Services | 07/01/12 | AB-5 | Contract (Extension) |
| Baker, John | Interim Director, Construction | 07/02/12 | T-3 | Contract |
| Copeland, Craig | Interim, Director, Construction | 07/09/12 | T-3 | Contract |

b. Management/Supervisory – Categorically Funded
(None)

c. Classified/Confidential
(None)

d. Classified/Confidential – Categorically Funded
(None)

2. Rescind Elimination of Positions Due to Lack of Categorical Funds

On April 17, 2012, the Board approved the elimination of several positions due to lack of funds. Subsequently upward bound grant funds have been received for those positions; therefore, it is recommended that the Board of Trustees approve the following actions:

| <u>Rescind Elimination of Position Titles</u> | <u>District/College</u> |
|---|-------------------------|
| Assistant to the Director, Upward Bound (47.5%) | Norco |
| Director, Upward Bound (100%) | Norco |

Rescind Placement on 39-Month Reemployment List – Effective June 1, 2012

| | |
|------------------|---|
| Thompson, Rowana | Assistant to the Director, Upward Bound – 47.5% |
| Amezola, Eva | Director, Upward Bound – 100% |

3. Requests for Temporary Reduced Workload During the 4/10 Work Schedule

The following classified employees have requested a temporary reduced workload during the 4/10 work schedule beginning June 11, 2012 through August 17, 2012. There will be no impact to employee medical benefits during this period.

It is recommended the Board of Trustees approve temporary reduced workloads beginning June 11, 2012 through August 17, 2012, for the following classified, confidential and management employees:

BEGINNING JUNE 11, 2012 – AUGUST 17, 2012

| <u>Name</u> | <u>Title</u> | <u>From</u> | <u>To</u> |
|------------------------|--|-------------|-----------|
| DISTRICT | | | |
| Crippin, Rebecca | Grants Writer | 100% | 90% |
| Fuller, Tabitha | Academic Evaluation Specialist | 100% | 90% |
| Gilbertson, Beth | Administrative Assistant III | 100% | 90% |
| Hwang, Chi-Chih | Network Specialist (Data) | 100% | 80% |
| Parra, Carmen | Student Employ. Personnel Spec. | 100% | 80% |
| Sanders, Jr., Richard | Sr. Toolroom Attendant | 100% | 80% |
| MORENO VALLEY COLLEGE | | | |
| Buckley, Julia | Instructional Department Specialist | 100% | 80% |
| Gallardo, Mary | Instructional Department Specialist | 100% | 90% |
| NORCO COLLEGE | | | |
| Maness, Maria | Placement & Tutorial Svcs Coord | 100% | 90% |
| Stanley, Yolanda | Instructional Department Specialist | 100% | 80% |
| Thursby, Diann | Grants Administrative Specialist | 100% | 80% |
| Wright, Linda | Administrative Assistant IV | 100% | 80% |
| RIVERSIDE CITY COLLEGE | | | |
| Acevedo, Lilia | Student Services Specialist | 100% | 80% |
| Brosious, Nancy | Production Graphic Design | 100% | 80% |
| Dassow, Michelle | Student Services Specialist | 100% | 90% |
| Oliveras, Jillian | Administrative Assistant IV | 100% | 80% |
| Pan, Ming H | Library Network Multimedia Integration Specialist | 100% | 80% |
| Rochin, Bernadette | Student Services Technician | 100% | 90% |
| Stackhouse, Stefanie | Instructional Department Specialist | 100% | 90% |
| Vargas, Rosalba | Student Services Technician | 100% | 90% |
| Wortman, Janelle | Administrative Assistant III | 100% | 90% |

Subject: Classified Personnel

Date: June 19, 2012

3. Requests for Temporary Reduced Workload During the 4/10 Work Schedule (Continued)

BEGINNING JUNE 11, 2012 – JUNE 29, 2012

| <u>Name</u> | <u>Title</u> | <u>From</u> | <u>To</u> |
|------------------------|------------------|-------------|-----------|
| RIVERSIDE CITY COLLEGE | | | |
| Hernandez, Stefanie | Counseling Clerk | 100% | 80% |
| Youngquist, Patrick | Food Service III | 100% | 80% |

4. Effects of Layoff and Reduced Hours – Placement on 39-Month Reemployment List and Reassignments

On April 17, 2012 the Board approved Resolution No. 39-11/12 to eliminate and/or reduce classified service due to lack of funds and/or work load. Following provisions of the education code regarding seniority rights, it is recommended the Board of Trustees approve the personnel actions as a result of the effects of layoff/reduction of the specified positions. The employees laid off or reassigned will be placed on the 39 month reemployment list for the position currently held.

Placement on 39-Month Reemployment List – Effective 7/1/12

| <u>Name</u> | <u>Position Title</u> |
|----------------------|--|
| Chipman, Natalie | Administrative Assistant II – 100% |
| Martinez, Linda | Administrative Assistant I – 100% |
| Reyes, Irene | Administrative Assistant II – 75% |
| Garcia, John | Athletic Equipment Manager – 100% |
| Castro, Francisco | Capital Asset/Inventory Technician – 100% |
| Couture, Dorie | Auditorium Specialist – 100% |
| Bradshaw, Emile | Cablecast/Satellite Specialist – 100% |
| Aikens, Dorinda | College Receptionist – 100% |
| Valtierra, Stephanie | College Receptionist – 47.5% |
| Arredondo, Janice | College Receptionist – 47.5% |
| Robinson, Jacqueline | Counseling Clerk II – 100% |
| Hernandez, Stefanie | Counseling Clerk I – 100% |
| Faircloth, Rebecca | Counseling Clerk I – 50% |
| Wharton, Melisa | Document Services Coordinator (Evening) – 100% |
| Federico, Patricia | Document Services Technician – 100% |
| Coston, Olayide | Financial Aid Advisor – 100% |
| Bell, Susan | Food Service IV – 100% |
| Youngquist, Patrick | Food Service III – 100% |
| Dorsey Dean, Verna | Food Service III – 100% |
| Hermosillo, Abigail | Food Service III – 100% |
| Casas, Norma | Food Service III – 100% |
| Seals, James | Instructional Support Specialist – 100% |
| Lopez, Norma | Instructional Support Specialist – 75% |
| Ramirez, Greg | Job Placement Technician – 100% |
| Cowgill, Barbara | Job Placement Technician – 100% |

Subject: Classified Personnel

Date: June 19, 2012

4. Effects of Layoff and Reduced Hours – Placement on 39-Month Reemployment List and Reassignments (Continued)

Placement on 39-Month Reemployment List – Effective 7/1/12

| <u>Name</u> | <u>Position Title</u> |
|--------------------|--|
| Lugo, Alison | Library Clerk I – 37.5% |
| Montoya, Tabitha | Library Clerk I – 37.5% |
| Calvillo, Anthony | Maintenance Mechanic (Painter) – 100% |
| Abernathy, Charles | Properties and Outreach Specialist – 100% |
| Campos, Megan | Reading Paraprofessional – 50% |
| Contreras, Melissa | Senior Financial Aid Advisor – 100% |
| Johnston, Scott | Senior Groundsperson – 100% |
| Davis, Lourdes | Student Services Technician – 100% |
| Tapia, Sandra | Clerk Typist – 100% |
| Castro, Claudia | Student Support Services Site Coordinator – 100% |
| Tedesco, Fred | Television Production Studio Specialist – 100%/12 months |
| Giornalista, Nino | Television Studio Technician – 100%/12 months |
| Kroh, David | Director, Law Enforcement Training Programs – 100% |
| Schmidt, Robert | Director, Sports Information Athletic Events Supervisor – 100% |
| Vazquez, Lynne | Child Development Center Site Supervisor – 100% |

Reassignments and/or Reductions – Effective 7/1/12

| | |
|------------------|--|
| Hill, Yvonne | From: Administrative Assistant I – 100% - Riverside City College (Workforce & Resource Development) To: Administrative Assistant I – 100% - District (Procurement Assistance Center) |
| Martinez, Linda | From: Administrative Assistant I – 100% - District (Procurement Assistance Center) To: Administrative Assistant I – 48.75% - District (Chancellor's Office) |
| Mathay, Sandra | From: Administrative Assistant II – 100% - Riverside City College (Student Services) To: Administrative Assistant II – 100% - Riverside City College (Student Financial Services) |
| Chipman, Natalie | From: Administrative Assistant II – 100% - Riverside City College (Student Financial Services) To: Administrative Assistant II – 75% - Riverside City College (Performance Riverside) |
| Garcia, John | From: Athletic Equipment Manager – 100% - Riverside City College (Athletics Department) To: Capital Asset/Inventory Technician – 100% - District (Accounting Services) |

Subject: Classified Personnel

Date: June 19, 2012

4. Effects of Layoff and Reduced Hours – Placement on 39-Month Reemployment List and Reassignments (Continued)

Reassignments and/or Reductions – Effective 7/1/12

| <u>Name</u> | <u>Position Title</u> |
|----------------------|---|
| Parsons, Stacy | From: College Receptionist – 57.5% - Norco College (Student Services) To: College Receptionist – 100% - Riverside City College (Academic Affairs Office) |
| Aikens, Dorinda | From: College Receptionist – 100% - Riverside City College (Academic Affairs Office) To: College Receptionist – 57.5% - Norco College (Student Services) |
| Gonzalez, Steven | From: College Receptionist – 47.5% - Norco College (Counseling) To: College Receptionist – 47.5% - Norco College (Counseling) |
| Robinson, Jacqueline | From: Counseling Clerk II – 100% - Riverside City College (Counseling) To: Counseling Clerk I – 100% - Riverside City College (Counseling) |
| Hernandez, Stefanie | From: Counseling Clerk I – 100% - Riverside City College (Counseling) To: Counseling Clerk I – 50% - Riverside City College (Counseling) |
| Wharton, Melisa | From: Document Services Coordinator (Evening) – Riverside City College (Administrative Support Center) To: Document Services Technician – District (Administrative Support Center) |
| Leyva, Robert | From: Educational Advisor – 100% - Riverside City College (EOPS) To: Educational Advisor – 100% - Riverside City College (Title V) |
| Hill, Monique | From: Financial Aid Advisor – 100% - Norco College (Student Financial Services) To: Financial Aid Advisor – 100% - Riverside City College (Student Financial Services) |
| Bell, Susan | From: Food Service IV – 100% - Norco College (Food Services) To: Food Service III – 100% - Riverside City College (Food Services) |
| Dorsey Dean, Verna | From: Food Service III – 100% - Moreno Valley College (Food Services) To: Food Service III – 80% - Moreno Valley College (Food Services) |

Subject: Classified Personnel

Date: June 19, 2012

4. Effects of Layoff and Reduced Hours – Placement on 39-Month Reemployment List and Reassignments (Continued)

Reassignments and/or Reductions – Effective 7/1/12

| <u>Name</u> | <u>Position Title</u> |
|----------------------|--|
| Hermosillo, Abigail | From: Food Service III – 100% - Moreno Valley College (Food Services) |
| | To: Food Service III – 80%/10 months – Norco College (Food Services) |
| Whalen-Turner, Joyce | From: Instructional Department Specialist – 100% - Riverside City College (Early Childhood Education) |
| | To: Instructional Department Specialist – 100% - Riverside City College (Cosmetology) |
| Seals, James | From: Instructional Support Specialist – 100% - Riverside City College (English) |
| | To: Instructional Support Specialist – 75% - Riverside City College (English) |
| Ramirez, Greg | From: Job Placement Technician – 100% - Riverside City College – (Job Placement) |
| | To: Job Placement Technician – 70% - Riverside City College – (DSPS) |
| Cowgill, Barbara | From: Job Placement Technician – 100% - Riverside City College – (Career & Tech Ed) |
| | To: Job Placement Technician – 70% - Riverside City College – (Career & Tech Ed) |
| Arriaza, Ana | From: Senior Financial Aid Advisor – 100% - Norco College (Student Financial Services) |
| | To: Senior Financial Aid Advisor – 100% - Moreno Valley College – (Student Financial Services) |
| Dominguez, Juan | From: Senior Groundsperson – 100% - Norco College (Facilities) |
| | To: Senior Groundsperson – 100% - Riverside City College (Facilities) |
| Rochin, Bernadette | From: Student Services Technician – 100% - Riverside City College – (Admissions & Records) |
| | To: Student Services Technician – 100% - Moreno Valley College – (Public Safety, Education & Training) |
| Davis, Lourdes | From: Student Services Technician – 100% - Moreno Valley College – (Public Safety, Education & Training) |
| | To: Clerk Typist – 100% - Moreno Valley College (Public Safety, Education & Training) |
| Tapia, Sandra | From: Clerk Typist – 100% - Moreno Valley College (Public Safety, Education & Training) |
| | To: Clerk Typist – 50% - Moreno Valley College (Public Safety, Education & Training) |

Subject: Classified Personnel

Date: June 19, 2012

4. Effects of Layoff and Reduced Hours – Placement on 39-Month Reemployment List and Reassignments (Continued)

Reassignments and/or Reductions – Effective 7/1/12

| <u>Name</u> | <u>Position Title</u> |
|-------------------|--|
| Castro, Claudia | From: Student Support Services Site Coordinator – 100% - Riverside City College (Career & Tech Ed) To: Student Support Services Site Coordinator – 50% - Riverside City College (Career & Tech Ed) |
| Tedesco, Fred | From: Television Production Studio Specialist – 100%/12 mos. Riverside City College (Applied Technology) To: Television Production Studio Specialist – 100%/10 mos. Riverside City College (Applied Technology) |
| Giornalista, Nino | From: Television Studio Technician – 100%/12 mos. Riverside City College (Applied Technology) To: Television Studio Technician – 100%/10 mos. Riverside City College (Applied Technology) |
| Vazquez, Lynne | From: Child Development Center Site Supervisor – 100% Riverside City College (Early Childhood Education) To: Child Development Center Site Supervisor – 60% Riverside City College (Early Childhood Education) |

5. Request for Military Reserve Duty Leave

Section 395.01 of the Military and Veteran's Code and Section 87832 of the Education Code authorizes the President, or designee, to approve a leave for military reserve duty with full salary for the first 30 days of such military leave;

It is recommended the Board of Trustees ratify a request for military reserve duty for Anthony Puzzuto, Warehouse Supervisor, for the month of May 14, 15, 16 17 & 18, 2012 (a total 5 days). Mr. Puzzuto meets the college service requirements.

6. Request for Health Leave Without Pay

At their meeting of April 17, 2012, the Board of Trustees approved a health leave without pay for Howaida Al-Ali, Lab Tech II, from March 24, 2012 – May 21, 2012; and for Efren Cornejo, Groundsperson, from March 24, 2012 – May 16, 2012. In accordance with the CSEA bargaining unit agreement, both employees have requested an extension of this leave.

It is recommended the Board of Trustees approve an extension to the health leave without pay previously approved for the employees listed below, as indicated:

| <u>Name</u> | <u>Position</u> | <u>Effective</u> |
|-----------------|-----------------|---------------------|
| Al-Ali, Howaida | Lab Tech II | 05/22/12 – 06/30/12 |
| Cornejo, Efren | Groundsperson | 05/17/12 – 06/30/12 |

7. Positions Reclassified Due to Significant Job Content Changes

In accordance with Board Policy 7232, classified, confidential and management employees are provided an opportunity to participate in the classification review process. These requests for classification review were initiated by the employee or the manager in accordance with the provisions of the administrative procedure and recommended for reclassification by the District Classification Committee. The District Classification Committee is a representative group for classified, confidential and management personnel given the responsibility and authority to conduct the classification review process. The Committee received a total of 29 requests for classification changes and forwarded recommendations for classification changes to the Executive Cabinet for review, consideration and final approval. Based on this process, it is recommended the Board of Trustees approve the salary grade changes and/or title reclassifications of those listed below effective July 1, 2012.

| <u>Change in Grade and/or Title</u> | <u>Incumbent(s)</u> | <u>Salary From/To</u> |
|--|---|--|
| RIVERSIDE CITY COLLEGE Veterans Services Specialist, Grade N Change in Title to Veterans Services Coordinator, Grade O | Helena Largent | N-4 to O-4 |
| Maintenance Manager, Grade Q Change in Grade to Grade S | Scott Zwart | Q-3 to S-4 |
| MORENO VALLEY COLLEGE Maintenance Helper, Grade G Change in Title to Maintenance Mechanic (General), Grade L | Mark Kaptur | 18-4 to L-5 |
| DISTRICT Business Systems Analyst, Grade R Change in Grade to Grade T | Cindy Conley Joe Escoto Eric Muehlebach Beth Watts | 28-7 to T-LS2 28-5 to T-LS1 28-3 to T-5 28-5 to T-LS1 |
| DISTRICT Programmer Developer. Grade P Change in Title to Analyst/Programmer, Grade S | Kurt Faulknerloser | 27-5 to S-5 |
| <u>Change in Title and Job Description/No Change in Grade</u> | <u>Incumbent</u> | |
| DISTRICT Change in Title from Director, Web Development to Director, Web Applications | Darren Dong | N/A |

Subject: Classified Personnel

Date: June 19, 2012

8. Request for Unpaid Child Care Leave

In accordance with the CSEA bargaining unit agreement, Ashley Etchison, Employment Placement Coordinator, is requesting an unpaid leave for the purpose of child care (post-maternity).

It is recommended the Board of Trustees approve an unpaid child care leave for Ashley Etchison, Employment Placement Coordinator, effective June 4, 2012 through July 15, 2012.

9. Request for Temporary Increase in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following positions. This request has the approval of the college Presidents.

| <u>Name</u> | <u>Title</u> | <u>From/To Workload</u> | <u>Effective Dates</u> |
|------------------|--|-------------------------|------------------------|
| Gill, Patricia | Educational Advisor (Norco College) | 75% to 100% | 06/18/12-08/31/12 |
| Martinez, Ashley | Education Advisor (Riverside City College) | 60% to 100% | 07/01/12-07/29/12 |
| Seals, James | Instructional Support Specialist (Riverside City College) | 75% to 100% | 07/01/12-06/30/13 |

10. Separation(s)

Board policy 7350 authorizes the Chancellor to officially accept the resignation of an employee and the Chancellor has accepted the following resignation(s).

It is recommended the Board of Trustees approve/ratify the resignation of the individual(s) listed below:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> | <u>Reason</u> |
|----------------|---|-----------------------|---------------|
| Marquez, Louis | Maintenance Mechanic, Painter | 06/30/12 | Retirement |
| Saito, Aya | International Students and Programs Specialist | 06/21/12 | Personal |
| Vega, Vickie | Administrative Assistant IV | 06/30/12 | Personal |



Agenda Item (VI-A-3)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-A-3) |
| Subject | Other Personnel |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommend that the Board of Trustees approve/ratify the other personnel actions |

Background Narrative:

Riverside Community College District Board of Trustees, pursuant to Board policies and education code requirements, routinely makes other personnel appointments such as hiring of non-classified substitute, short-term, professional expert, and student employees. The attached list of other personnel actions are for the Board's approval/ratification.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120619_Other Personnel](#)

[20120619_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: June 19, 2012

1. Substitute Assignments

Pursuant to Ed Code 88003, substitute assignments are made to allow the District time to recruit vacant positions or provide absence coverage. It is recommended that the Board of Trustees approve/confirm the substitute assignments as indicated on the attached list.

2. Short-term Positions

Pursuant to Ed Code 88003, a short-term employee is any person employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. It is recommended that the Board of Trustees approve/confirm the short-term positions as indicated on the attached list.

3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study

Pursuant to Ed Code 88003, full-time students employed part-time and part-time students employed part-time on work study are hired on an hourly, as needed basis. It is recommended that the Board of Trustees approve/confirm the student worker positions as indicated on the attached list.

4. Professional Experts

Pursuant to Ed Code 88003, a professional expert is any person employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve/confirm the employment of professional experts as indicated on the attached list.

SUBSTITUTE ASSIGNMENTS

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|-------------------------------|------------------------------|------------------------|-------------------|-------------|
| DISTRICT | | | | |
| Castro, Francisco | Payroll Technician | Payroll | 07/01/12-12/31/12 | \$22.72 |
| Pearne, Christine | Accounts Payable Specialist | Accounting Services | 07/01/12-09/30/12 | \$20.39 |
| Pearne, Christine | Finance Specialist | Accounting Services | 07/01/12-06/30/13 | \$18.25 |
| | Executive Administrative | Administration & | | |
| Wills, Heidi | Assistant | Finance | 07/01/12-08/31/12 | \$33.65 |
| MORENO VALLEY COLLEGE | | | | |
| Antoine, Wendell | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Boerum, Andrea | Tutorial Services Clerk | Library | 07/01/12-06/30/13 | \$18.51 |
| Boerum, Andrea | Tutorial Services Technician | Library | 07/01/12-06/30/13 | \$24.55 |
| Casas, Norma | Food Service Worker III | Food Services | 07/01/12-06/30/13 | \$17.67 |
| Chin, Levi | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Contreras, Melissa | Sr. Financial Aid Advisor | Student Financial Svcs | 07/01/12-06/30/13 | \$21.29 |
| Henson, James | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Hernandez, Iris | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Mabon, Theo | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Morales, Diane | Lab Tech II | Math, Sci, Kinesiology | 07/01/12-06/30/13 | \$26.74 |
| Posada, Elizabeth | Library Operations Assistant | Library | 07/01/12-06/30/13 | \$20.39 |
| Posada, Elizabeth | Library Technical Asst II | Library | 07/01/12-06/30/13 | \$21.29 |
| | Student Employment | | | |
| Ramirez, Darlene | Personnel Specialist | Student Financial Svcs | 05/16/12-06/30/12 | \$22.28 |
| Ramirez, Maria | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Schreiner, Amanda | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Thomas, Gregory | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| NORCO COLLEGE | | | | |
| Cervantes, Magarita | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Gamboa, Paul | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Holland, Clarence | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Pena, Johnny | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Sumuano Rodriguez, Margarita | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Spencer, Linda | Clerk Typist | Stdt Financial Svcs | 05/14/12-06/30/12 | \$17.74 |
| RIVERSIDE CITY COLLEGE | | | | |
| Alvarez, Steven | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| | Community Service | Safety | | |
| Aguirre, Marisela | Coordinator | and Police | 09/21/11-06/30/12 | \$18.51 |

SUBSTITUTE ASSIGNMENTS

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|------------------------------------|----------------------|-------------------|-------------------|-------------|
| RIVERSIDE CITY COLLEGE (CONTINUED) | | | | |
| Ariza, Oscar | Warehouse Assistant | Warehouse | 07/01/12-12/30/12 | \$16.07 |
| Chavez, Aaron | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Cravatt, Ben | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Curiel, Roberto | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Guevara, Reiner | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Johnston, Scott | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Martinez, Edmund | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Martinez, Steven | Groundsperson | Facilities | 07/01/12-06/30/13 | \$16.89 |
| Mejia, Ramon | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Munoz, Irma | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| | Community Service | Safety | | |
| Ochoa, Michael | Coordinator | and Police | 09/21/11-06/30/12 | \$18.51 |
| | Community Service | Safety | | |
| Sanchez, Joseph | Coordinator | and Police | 09/21/11-06/30/12 | \$18.51 |
| | Community Service | Safety | | |
| Simpson, Kimberly | Coordinator | and Police | 10/19/11-06/30/12 | \$18.51 |
| | Community Service | Safety | | |
| Wilbur, John | Coordinator | and Police | 09/21/11-06/30/12 | \$18.51 |
| Wortman, Tyler | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Wortman, Tyler | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |
| Wortman, Tyler | Maintenance Mechanic | Facilities | 07/01/12-06/30/13 | \$23.61 |
| Zarate, Ruben | Custodian | Facilities | 07/01/12-06/30/13 | \$15.45 |

SHORT-TERM POSITIONS

Backup Other Personnel

June 19, 2012

Page 1 of 3

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|------------------------------|------------------------|-----------------------|-------------------|-------------|
| DISTRICT | | | | |
| Acevedo, Erica | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Alexander, Tameka | Interpreter II | DSPS | 07/01/12-06/30/13 | \$23.00 |
| Alton, Christina | Interpreter II | DSPS | 07/01/12-06/30/13 | \$23.00 |
| *Baehr, Donnette | Registered Nurse III | Health Services | 07/01/12-06/30/13 | \$40.00 |
| Barber, Debbie | Interpreter II | DSPS | 07/01/12-06/30/13 | \$27.00 |
| Becker, Katy | Interpreter Apprentice | DSPS | 07/01/12-06/30/13 | \$11.00 |
| Barno, Jolene | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Collins, Katie | Interpreter Apprentice | DSPS | 07/01/12-06/30/13 | \$11.00 |
| Dewitt, Janelle | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Gardenhire, Rhiannon | Research Intern | Diversity/HR - DEC | 07/02/12-09/14/12 | \$14.22 |
| Granger, Jimmy | Interpreter III | DSPS | 07/01/12-06/30/13 | \$27.00 |
| Hulsebus, Brittany | Interpreter II | DSPS | 07/01/12-06/30/13 | \$23.00 |
| Katz, Breeann | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Killen, Laura | Interpreter III | DSPS | 07/01/12-06/30/13 | \$27.00 |
| Miller, Gwendolyn | Interpreter II | DSPS | 07/01/12-06/30/13 | \$23.00 |
| Morales, Tera | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Moyers, Jessica | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Neff, Katie | Interpreter Apprentice | DSPS | 07/01/12-06/30/13 | \$11.00 |
| Ridlon, Tracey | Interpreter I | DSPS | 07/01/12-06/30/13 | \$18.00 |
| Rodriguez, Christopher | Interpreter II | DSPS | 07/01/12-06/30/13 | \$23.00 |
| Taylor, Jessica | Interpreter II | DSPS | 07/01/12-06/30/13 | \$23.00 |
| Vega, Vickie | Office Assistant IV | Finance | 07/01/12-09/30/12 | \$14.00 |
| MORENO VALLEY COLLEGE | | | | |
| Abercromby, Tara | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Boruff, Tyler | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Browning, Lance | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Citrowski, Shaunna | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Cohen, Lisa | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Contreras, Melissa | Scanner | Student Financial Aid | 07/01/12-06/30/13 | \$15.00 |
| Ekahaguere, Justice | Tutor I | Writing & Reading | 07/01/12-06/30/13 | \$8.00 |
| Flores, Adolfo | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Flores, Jonathan | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Foster, Amber | Tutor II | Writing & Reading | 07/01/12-06/30/13 | \$8.50 |
| Grajeda, Nancy | SI Leader | Grants & CSP | 07/01/12-06/30/13 | \$12.00 |
| Krotz, Robert | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Lopez, Brenda | Tutor II | Writing & Reading | 07/01/12-06/30/13 | \$8.50 |
| Maruyama, Julia | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Moreno, Delina | Academy Coordinator | Grants & CSP | 07/01/12-12/31/12 | \$25.00 |
| Murillo, Vannia | Tutor I | Writing & Reading | 07/01/12-06/30/13 | \$8.00 |

*Corrected End Date

SHORT-TERM POSITIONS

Backup Other Personnel

June 19, 2012

Page 2 of 3

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|-----------------------------------|----------------------------|-------------------|-------------------|-------------|
| MORENO VALLEY COLLEGE (CONTINUED) | | | | |
| Myers, Bethany | Tutor II | Writing & Reading | 07/01/12-06/30/13 | \$8.50 |
| Nunez, Cassandra | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Pacheco, Emma | Tutor II | Writing & Reading | 07/01/12-06/30/13 | \$8.50 |
| Papica, Raymund | Tutor IV | Writing & Reading | 07/01/12-06/30/13 | \$12.00 |
| Rodriguez, Jessica | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Samai, Selik | Tutor II | Writing & Reading | 07/01/12-06/30/13 | \$8.50 |
| Sampson, Danielle | Tutor I | Writing & Reading | 07/01/12-06/30/13 | \$8.00 |
| Smith, William | SI Leader | Basic Skills | 06/20/12-06/30/12 | \$12.00 |
| Smith, William | SI Leader | Basic Skills | 07/01/12-07/26/12 | \$12.00 |
| Starzak, Mark | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Stinson, Edward | SI Leader | Basic Skills | 06/20/12-06/30/12 | \$12.00 |
| Stinson, Edward | SI Leader | Basic Skills | 07/01/12-07/26/12 | \$12.00 |
| Tope, Ilona | SI Leader | Basic Skills | 06/20/12-06/30/12 | \$12.00 |
| Tope, Ilona | SI Leader | Basic Skills | 07/01/12-07/26/12 | \$12.00 |
| Whitt, Jerry | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| Wilder, Brittney | Role Player | PSET | 07/01/12-06/30/13 | \$8.00 |
| NORCO COLLEGE | | | | |
| Aguila, Alvaro | Mentor | TRIO | 07/01/12-07/31/12 | \$12.00 |
| *Campbell, Melvin | Grant Facilitator | TRIO | 07/01/12-07/30/12 | \$40.00 |
| Campos, Megan | Summer Bridge Coordinator | Academic Affairs | 07/01/12-07/31/12 | \$20.00 |
| Flournoy-Horowitz, Jan | Registered Nurse II | Health Services | 07/01/12-06/30/13 | \$37.00 |
| Kanda, Shilpy | Tutor IV | TRIO/Upward Bound | 07/01/12-06/30/13 | \$10.00 |
| | Upward Bound College | | | |
| Medina Noyola, Mayra | Mentor | TRIO/Upward Bound | 07/01/12-07/31/12 | \$12.00 |
| | Upward Bound College | | | |
| Novelozo, Albert | Mentor | TRIO/Upward Bound | 07/01/12-07/31/12 | \$12.00 |
| Ochoa, Alejandro | Grant Facilitator | TRIO/Upward Bound | 07/01/12-07/31/12 | \$40.00 |
| Rivera, Pedro Fuentes | Grant Facilitator | TRIO/Upward Bound | 07/01/12-07/31/12 | \$40.00 |
| Stilwell, John | Grant Facilitator | TRIO/Upward Bound | 07/01/12-07/31/12 | \$40.00 |
| | Upward Bound College | | | |
| Tejeda, Monique | Mentor | TRIO/Upward Bound | 07/01/12-07/31/12 | \$12.00 |
| Vuong, Loi | Grant Facilitator | TRIO/Upward Bound | 07/01/12-06/30/13 | \$40.00 |
| RIVERSIDE CITY COLLEGE | | | | |
| Acosta, Justin | SI Leader | Academic Support | 07/01/12-06/30/13 | \$12.00 |
| Almquist, David | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Barlage, Daniel | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Blood, Dawn | SI Leader | Academic Support | 07/01/12-06/30/13 | \$12.00 |
| Bonzoumet, Nikki | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Calitri, Angela | SI Leader | Academic Support | 07/01/12-06/30/13 | \$12.00 |

*Corrected End Date

SHORT-TERM POSITIONS

Backup Other Personnel

June 19, 2012

Page 3 of 3

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|------------------------------------|----------------------------|-----------------------|-------------------|-------------|
| RIVERSIDE CITY COLLEGE (CONTINUED) | | | | |
| Cash, Christopher | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Cardoza, Alfred | Community Liaison | Workforce Preparation | 07/01/12-12/31/12 | \$13.00 |
| Daddona, Michelle | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Elton, William | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Finfrock, Douglas | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Gilbertson, Taylor | Research Intern | CTE Projects | 07/01/12-09/30/12 | \$11.00 |
| Griffith, Rebecca | Lifeguard (Instructor) | Community Education | 06/18/12-06/30/12 | \$8.00 |
| Griffith, Rebecca | Lifeguard (Instructor) | Community Education | 07/01/12-08/09/12 | \$8.00 |
| Hass, Matthew | Lifeguard (Instructor) | Community Education | 06/18/12-06/30/12 | \$8.00 |
| Hass, Matthew | Lifeguard (Instructor) | Community Education | 07/01/12-08/09/12 | \$8.00 |
| Hass, Richard | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Hayes-Trainer, Monica | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Kuk, James | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Lopez, Victoria | Community Liaison | Workforce Preparation | 07/01/12-12/31/12 | \$13.00 |
| Lynds, Daniel | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Macias, Sara | Lifeguard (Instructor) | Community Education | 06/18/12-06/30/12 | \$8.00 |
| Macias, Sara | Lifeguard (Instructor) | Community Education | 07/01/12-08/09/12 | \$8.00 |
| McCarron, James | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| McChristian, Julius | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Nelson, Tom | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Piper, Nicholas | E-Text Transcriber | DSPS | 07/01/12-06/30/13 | \$9.00 |
| Perkio, Jacob | Community Liaison | Workforce Preparation | 07/01/12-12/31/12 | \$13.00 |
| Peterson, Alan | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Ramsey, Londell | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Richey, Michael | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Rogers, Dennis | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Sigloch, Steven | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Smith, John | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Thomas, Joshua | SI Leader | Academic Support | 07/01/12-06/30/13 | \$12.00 |
| Tuohy, Michael | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |
| Vergara, Maria | Community Liaison | Workforce Preparation | 07/01/12-12/31/12 | \$13.00 |
| Wilch, Kevin | Coaches, Summer Activities | Athletics | 07/01/12-08/14/12 | \$17.54 |

*Corrected End Date

FULL-TIME STUDENTS EMPLOYED PART-TIME AND
PART-TIME STUDENTS EMPLOYED PART-TIME ON WORK STUDY

Backup Other Personnel
June 19, 2012
Page 1 of 1

DISTRICT FUNDS

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|------------------------|-----------------|--------------------------|-------------|-------------|
| NORCO COLLEGE | | | | |
| Nguyen, Johnny | Student Aide I | Food Services | 05/18/12 | \$ 8.00 |
| RIVERSIDE CITY COLLEGE | | | | |
| Bruneau, Zackary | Student Aide I | Performing Arts / Music | 05/09/12 | \$ 8.00 |
| Diffine, Chad | Student Aide I | Std Svcs / PE / Baseball | 05/10/12 | \$ 8.00 |
| Garcia, Alexis | Student Aide I | Facilities | 05/25/12 | \$ 8.00 |
| McKenna, Jeffrey | Student Aide I | Facilities | 05/24/12 | \$ 8.00 |
| Phillips III, Eugene | Student Aide I | Performing Arts / Music | 05/09/12 | \$ 8.00 |

CATEGORICAL FUNDS

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DATE</u> | <u>RATE</u> |
|-----------------------|-----------------|--------------------|-------------|-------------|
| MORENO VALLEY COLLEGE | | | | |
| Yorke, Tyrell | Student Aide II | Student Employment | 05/30/12 | \$ 9.00 |

PROFESSIONAL EXPERTS

| <u>NAME</u> | <u>POSITION</u> | <u>DEPARTMENT</u> | <u>TERM</u> | <u>RATE/ AMOUNT</u> |
|---------------------------------|---|----------------------------|-------------------|-------------------------|
| DISTRICT | | | | |
| Schall, Jan | Director, International Education | Educational Services | 07/01/12-06/30/13 | \$31,020.00 |
| Skiba, Karen | Operations Manager, Center for Social Justice and Civil Liberties | Chief of Staff | 07/01/12-12/31/12 | \$55.00/hr |
| MORENO VALLEY COLLEGE (None) | | | | |
| NORCO COLLEGE (None) | | | | |
| RIVERSIDE CITY COLLEGE | | | | |
| Orestes, Chua | RCC Building Access & Secutiy System Administrator | Business Services | 07/01/12-08/31/12 | \$30.00/hr |
| Finfrock, Doug | Aquatics Complex Special Event Supervisor | Business Services | 07/01/12-06/30/13 | \$30.00/hr |
| Berber, Alicia | Head Women's Basketball Coach | Kinesiology & Athletics | 08/01/12-06/30/13 | \$34,301.00 |
| Smith, Damien | Head Women's Track/Cross Country Coach | Kinesiology & Athletics | 08/01/12-06/30/13 | \$36,900.00 |



Agenda Item (VI-B-1)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-1) |
| Subject | Purchase Order and Warrant Report - All District Resources |
| College/District | District |
| Funding | Various Resources |
| Recommended Action | It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$13,183,826 and District Warrant Claims totaling \$7,286,206. |

Background Narrative:

The attached Purchase Order and Warrant Report - All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$13,183,826 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 192879-194301) totaling \$7,286,206 have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Majd Askar, Purchasing Manager

Attachments:

[Purchase Order and Warrant Report \(May\) - June 19, 2012](#)

Report of Purchases-All District Resources
 Purchases Over \$81,000
 4/30/12 thru 5/31/12

| PO# | Department | Vendor | Description | Amount |
|---|------------------------------------|--|--|----------------------|
| C0003815 | Facilities, Planning & Development | The Mike Cox Electric Inc. | Norco Network Operations Center Bid Award | \$ 1,898,000 |
| C0003816 | Facilities, Planning & Development | Superior Wall Systems Inc | Norco Network Operations Center Bid Award | 299,500 |
| C0003817 | Facilities, Planning & Development | Bledsoe Masonry Inc | Norco Network Operations Center Bid Award | 558,000 |
| C0003819 | Facilities, Planning & Development | Pierre Sprinkler & Landscape | Moreno Valley Phase III Bid Award | 219,898 |
| C0003820 | Facilities, Planning & Development | Roy E Whitehead, Inc | Moreno Valley Phase III Bid Award | 1,415,000 |
| C0003821 | Facilities, Planning & Development | Western Painting & Wallcovering Inc. | Moreno Valley Phase III Bid Award | 129,439 |
| C0003822 | Facilities, Planning & Development | ISEC, Inc. | Moreno Valley Phase III Bid Award | 249,997 |
| C0003823 | Facilities, Planning & Development | Daart Engineering Co., Inc. | Moreno Valley Phase III Bid Award | 168,600 |
| C0003824 | Facilities, Planning & Development | Kincaid Industries Inc | Moreno Valley Phase III Bid Award | 628,000 |
| C0003825 | Facilities, Planning & Development | Performance Electric | Moreno Valley Phase III Bid Award | 2,171,808 |
| C0003826 | Facilities, Planning & Development | Berger Bros Inc | Moreno Valley Phase III Bid Award | 1,432,154 |
| C0003828 | Facilities, Planning & Development | RDM Electric Co., Inc | MVC Emergency Phone Bid Award | 319,800 |
| C0003832 | Facilities, Planning & Development | Whitehead Construction, Inc | Moreno Valley Phase III Bid Award | 198,000 |
| C0003833 | Facilities, Planning & Development | RB Sheet Metal, Inc | Norco Network Operations Center Bid Award | 378,000 |
| C0003835 | Facilities, Planning & Development | Prospectra Contract Flooring | Moreno Valley Phase III Bid Award | 266,850 |
| C0003837 | Facilities, Planning & Development | Chapman Coast Roof Co., Inc. | Moreno Valley Phase III Bid Award | 248,664 |
| C0003842 | Facilities, Planning & Development | Southwest Door and Frame, Inc | Norco Network Operations Center Bid Award | 101,625 |
| C0003843 | Facilities, Planning & Development | Spinitar | AV Purchase/Integration for Wheelock Gym Bid Award | 109,482 |
| <u>Additions to Approved/Ratify Purchase Orders of \$81,000 and Over</u> | | | | |
| C0002939 | Facilities, Planning & Development | Alpha Mechanical Heating & Air Conditioning, Inc | Nursing/Sciences Building | 221,563 |
| C0002941 | Facilities, Planning & Development | BEC, Inc | Nursing/Sciences Building | 189,268 |
| | | | Total | <u>\$ 11,203,648</u> |
| <u>All Purchase Orders, Contracts, and Additions for the Period 04/30/12 - 05/31/12</u> | | | | |
| | | | Contracts- C3815 - C3845 | \$ 352,080 |
| | | | Contract Additions- C2150 - C3762 | |
| | | | Purchase Orders- P33081 - P33563 | 1,241,356 |
| | | | Purchase Order Additions- P29636 - P32857 | |
| | | | Blanket Purchase Orders- B9831 - B9872 | 386,742 |
| | | | Blanket Purchase Order Additions- B8391 - B9819 | |
| | | | Total | <u>\$ 1,980,178</u> |
| | | | Grand Total | <u>\$ 13,183,826</u> |



Agenda Item (VI-B-3-a)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-3-a) |
| Subject | Resolution No. 48-11/12 - 2011-2012 TriTech SBDC Program |
| College/District | District |
| Funding | Fund 12, Resource 1190 |
| Recommended Action | It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$300,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution. |

Background Narrative:

The Riverside Community College District has received funding for the 2011-2012 TriTech SBDC Program in the amount of \$300,000 from California State University Fullerton Auxiliary Services Corporation. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
John Tilquist, Dean, Economic Development

Attachments:

[Resolution No. 48-11/12 - TriTech SBDC Program - June 19, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 48-11/12

2011-2012 TriTech SBDC Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$300,000 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2012.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 48-11/12
2011-2012 TriTech SBDC Program

| Year | County | District | Date | Fund |
|------|--------|----------|-----------|------|
| 12 | 33 | 07 | 6/19/2012 | 12 |

| Fund | School | Resource | PY | Goal | Func | Object | Amount | | Object Code Description |
|------|--------|----------|----|------|------|--------|---------|----|-----------------------------|
| 12 | 0 | 1190 | 0 | 0 | 0131 | 8190 | 300,000 | 00 | REVENUE |
| | | | | | | | | | EXPENDITURES |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 2118 | 69,050 | 0 | Classified FT Administrator |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 2119 | 32,825 | 0 | Classified FT |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 2331 | 8,030 | 0 | Student Help |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 2190 | 7,000 | 0 | Classified Special Project |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 3220 | 10,000 | 0 | Employee Benefits |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 3320 | 6,200 | 0 | |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 3325 | 1,500 | 0 | |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 3420 | 21,700 | 0 | |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 3520 | 1,610 | 0 | |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 3620 | 1,570 | 0 | ↓ |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 4330 | 100 | 0 | Periodicals/Magazines |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 4555 | 1,500 | 0 | Copying and Printing |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 4590 | 2,500 | 0 | Office Supplies |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 4710 | 1,500 | 0 | Food |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5045 | 100 | 0 | Postage |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5110 | 103,335 | 0 | Consultants |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5210 | 1,500 | 0 | Mileage |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5219 | 1,000 | 0 | Travel Expenses |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5220 | 5,000 | 0 | Conferences |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5310 | 1,530 | 0 | Membership |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5520 | 250 | 0 | Electricity |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5530 | 100 | 0 | Water |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5541 | 2,000 | 0 | Cellular Telephone |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5570 | 100 | 0 | Waster Disposal |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5790 | 500 | 0 | License Fees |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5890 | 2,500 | 0 | Other Services |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 5910 | 12,000 | | Indirect Charges |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 6841 | 2,500 | 0 | Equipment |
| 12 | AXD | 1190 | 0 | 7012 | 0131 | 6485 | 2,500 | 0 | Comp Equipment |
| | | | | | | | 300,000 | 00 | TOTAL INCOME |
| | | | | | | | 300,000 | 00 | TOTAL EXPENDITURES |



Agenda Item (VI-B-3-b)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-3-b) |
| Subject | Resolution No. 47-11/12 - 2011-2012 Upward Bound TRIO-AUSD Grant - Norco College |
| College/District | District |
| Funding | Fund 12, Resource 1190 |
| Recommended Action | It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$262,321 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution. |

Background Narrative:

The Riverside Community College District has received funding for the 2011-2012 Upward Bound TRIO-AUSD Grant - Norco College in the amount of \$262,321 from the U.S. Department of Education. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Debbie DiThomas, Interim President, Norco College
Gus Ocegüera, Associate Dean, Grants & College Support Programs/Proj Dir

Attachments:

[Resolution No. 47-11/12 - Upward Bound TRIO - AUSD Grant-Norco - June 19, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 47-11/12

2011-2012 Upward Bound TRIO-AUSD Grant - Norco College

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$262,321 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2012.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 47-11/12
 2011-2012 Upward Bound TRIO-AUSD Grant - Norco College

| Year | County | District | Date | Fund |
|------|--------|----------|-----------|------|
| 12 | 33 | 07 | 6/19/2012 | 12 |

| Fund | School | Resource | PY | Goal | Func | Object | Amount | | Object Code Description |
|------|--------|----------|----|------|------|--------|---------|----|-----------------------------|
| 12 | 000 | 1190 | 0 | 0000 | 0284 | 8120 | 262,321 | 00 | REVENUE |
| | | | | | | | | | EXPENDITURES |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 2118 | 75,953 | 00 | Classified FT Administrator |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 2119 | 10,605 | 00 | Classified FT |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 2129 | 31,523 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 2139 | 24,560 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 3220 | 13,000 | 00 | Employee Benefits |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 3320 | 7,500 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 3325 | 2,100 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 3420 | 22,000 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 3520 | 2,500 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 3620 | 2,500 | 00 | ↓ |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 4590 | 4,654 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 4710 | 11,685 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5045 | 300 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5110 | 2,000 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5210 | 700 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5219 | 11,070 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5220 | 6,500 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5310 | 1,000 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5541 | 700 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5630 | 640 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5649 | 2,000 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5650 | 7,000 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5890 | 2,400 | 00 | |
| 12 | EZG | 1190 | 0 | 6450 | 0284 | 5910 | 19,431 | 00 | |
| | | | | | | | 262,321 | 00 | TOTAL INCOME |
| | | | | | | | 262,321 | 00 | TOTAL EXPENDITURES |



Agenda Item (VI-B-6-a)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-6-a) |
| Subject | Contracts and Agreements Report Less than \$81,000 - All District Resources |
| College/District | District |
| Funding | Various Resources |
| Recommended Action | It is recommended that the Board of Trustees ratify contracts totaling \$352,080. |

Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$81,000. The attached listing of contracts and agreements under \$81,000 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Majd Askar, Purchasing Manager

Attachments:

[Contracts and Agreements Less than \\$81,000 \(May\) - June 19, 2012](#)

Contracts and Agreements Report-All District Resources
\$81,000 and Under
04/30/12 thru 05/31/12

| PO# | Department | Vendor | Business Location | Description | Amount |
|---|---|---|-------------------|---|----------|
| C0003818 | Human Resources & Diversity | In-N-Out Burger | Baldwin Park | Mobile Cookout Services | \$ 2,000 |
| C0003827 | Campus Student Services - Norco | California State University Fullerton | Fullerton | Accommodations | 14,472 |
| C0003829 | Workforce Preparation | Renowned Events LLC | Montclair | Music and Photo Services | 1,000 |
| C0003830 | Workforce Preparation | Alexander, Kermit J | Riverside | Motivational Speech | 200 |
| C0003831 | Dean of Instruction - Norco | Scantron Corporation | Santa Ana | Maintenance Renewal | 985 |
| C0003834 | HHPS | Riverside Faculty Medical Group | Moreno Valley | Medical Director Services | 8,500 |
| C0003836 | Community & Economic Development | Nationwide Crane Training Inc | Corona | Training | 1,500 |
| C0003838 | Student Services - Moreno Valley | Garrison Associates | Lafayette | Professional Services | 2,700 |
| C0003839 | Library - Norco | Link-Systems International, Inc. | Tampa, FL | Online Tutoring Service | 2,800 |
| C0003840 | Community & Economic Development | Behavioral Momentum Associates, LLC | Corona | Training | 4,100 |
| C0003841 | Matriculation - Norco | Harland Technology Services | Omaha, NE | Maintenance for Scanner | 669 |
| C0003844 | Facilities - Norco | Padilla & Associates, Inc | Santa Ana | Norco Ops Labor Compliance | 68,600 |
| C0003845 | Career and Technical Ed - Norco | Yosemite Community College District | Modesto | Evaluation Services | 25,000 |
| N/A | Facilities, Planning & Development | McKenna General Engineering, Inc | Corona | Escrow Agreement for Ncro Ops Project | No Cost |
| N/A | Business Services - Moreno Valley | Riverside Transit Agency | Riverside | Locating RTA Bus Stop on Moreno Valley Campus | No Cost |
| N/A | Performance Riverside | Press Enterprise Company | Riverside | Participation in PE Deal for Ticket Sales | No Cost |
| N/A | Early Childhood Studies - Moreno Valley | Great Pony Parties | Perris | Petting Zoo for Spring Festival | No Cost |
| N/A | Workforce Preparation | Riverside Unified School District | Riverside | Allows FWS Students to Work | No Cost |
| N/A | Nursing | County of Riverside | Riverside | Nursing Clinical Rotations | No Cost |
| N/A | Nursing | Corona Regional Medical Center | Corona | Nursing Clinical Rotations | No Cost |
| N/A | Workforce Preparation | California Community Colleges Chancellor's Office | Sacramento | SPP 359 Grant Agreement | No Cost |
| N/A | Facilities, Planning & Development | Anderson Charnesky Structural Steel, Inc. | Beaumont | Payment Direction Agreement | No Cost |
| Additions to Approved/Ratify Contracts of \$81,000 and Under | | | | | |
| C0002150 | Facilities | Adecco USA, Inc. | Ontario | Transportation Services | 3,000 |
| C0002825 | Facilities, Planning & Development | Columbia Steel, Inc | Rialto | Nursing/Sciences Building | 10,214 |
| C0002826 | Facilities, Planning & Development | Inland Empire Architectural Specialties, Inc. | Riverside | Nursing/Sciences Building | 2,907 |
| C0002844 | Campus Student Services - Norco | Great America Leasing Corporation | Cedar Rapids, IA | Rents and Leases | 350 |
| C0002928 | Facilities, Planning & Development | Best Contracting Services, Inc | Gardena | Nursing/Sciences Building | 53,250 |
| C0002929 | Facilities, Planning & Development | Roy E Whitehead, Inc | Riverside | Nursing/Sciences Building | 10,033 |
| C0002936 | Facilities, Planning & Development | Elljay Acoustics, Inc | Placentia | Nursing/Sciences Building | 13,341 |
| C0003090 | Facilities, Planning & Development | Ricoh Business Systems Inc. | Ontario | Copying and Printing | 620 |
| C0003108 | Facilities, Planning & Development | Adams & Smith, Inc | Lindon, UT | Wheelock Gym Seismic Retrofit | 34,929 |
| C0003380 | Associate VC, Instruction | Governet | Santa Barbara | Computer Software Maint/Lic | 22,544 |
| C0003398 | Performance Riverside | Music Theatre International | New York, NY | License Fees for Production of 'Annie' | 6,500 |
| C0003481 | Facilities, Planning & Development | Southern California West Coast Electric Inc | Banning | Citrus Belt Savings & Loan | 9,282 |
| C0003520 | Facilities, Planning & Development | Dalke & Sons Construction, Inc. | Riverside | Citrus Belt Savings & Loan | 2,422 |
| C0003529 | Community & Economic Development | Gereau, Servando | Redlands | Training Services | 5,900 |
| C0003546 | Community Ed & Senior Citizen Education | Boston Reed College | Napa | Community Ed Presenter | 4,000 |
| C0003559 | Community & Economic Development | Softskills | Chatsworth | Training Services | 6,000 |
| C0003580 | Facilities, Planning & Development | Marina Landscape Inc | Anaheim | MVC Dental Education Center | 17,215 |
| C0003588 | Customized Solutions | Behavioral Momentum Associates, LLC | Corona | Training Services | 4,700 |
| C0003590 | Facilities, Planning & Development | Continental Flooring Inc. | Rancho Cucamonga | Citrus Belt Savings & Loan | 2,358 |

Contracts and Agreements Report-All District Resources
 \$81,000 and Under
 04/30/12 thru 05/31/12

| PO# | Department | Vendor | Business Location | Description | Amount |
|----------|------------------------------------|--|-------------------|-----------------------------------|-------------------|
| C0003687 | Workforce Preparation | Harville-Washington, Gwendolyn | Alta Loma | Professional Services | 1,000 |
| C0003738 | Facilities, Planning & Development | J. M. Farnan Co., Inc. | La Verne | Culinary Arts/District Office | 8,482 |
| C0003762 | Student Financial Services | Riverside Marriott | Riverside | Meeting Expenses | 507 |
| N/A | Grants | Hal Fischer Associates | San Francisco | Amend #3 Extends Date to 10/31/12 | No Cost |
| N/A | Facilities, Planning & Development | Facilities, Planning & Program Services Inc. | Yorba Linda | Amend #3 Extends Date to 6/30/13 | No Cost |
| | | | | Total | <u>\$ 352,080</u> |



Agenda Item (VI-B-6-b)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-6-b) |
| Subject | Amendment No. 4 for Professional Services with Facilities Planning and Consulting Services |
| College/District | District |
| Funding | Feasibility/Planning/Management Measure C Funds |
| Recommended Action | The Board of Trustees approve Amendment No. 4 in the amount of \$109,000 with Facilities Planning and Consulting Services. |

Background Narrative:

Staff requests approval of Amendment No. 4 with Facilities Planning and Consulting Services (FPCS) in an amount of \$109,000. FPCS has provided exemplary services to the District, and is planned to continue assisting the District through the next fiscal year (2012/2013) and will assist in processing the District's Five-Year Capital Outlay Plan, Space Inventory, Five-Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals, Hazardous Substance Project Funding Proposals, training of District personnel, attend planning meetings as requested by the District, and other compliance requirements for the California Community Colleges Chancellor's office. The Facilities Planning and Consulting Services agreement totals \$323,000 including reimbursable expenses and inclusive of all four (4) contract amendments.

Amendment is attached for the Board's review and consideration.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Professional Services Amendment No. 4 - FPCS](#)

FOURTH (4) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
FACILITIES PLANNING AND CONSULTING SERVICES
*(Consulting Services for the
Office of Facilities Planning, Design and Construction)*

This document amends the original agreement and amendments between the Riverside Community College District and Facilities Planning and Consulting Services, which was originally approved by the Board of Trustees on October 20, 2009.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$109,000, including reimbursable expenses. Facilities Planning and Consulting Services' agreement, including amendments and reimbursable expenses, now totals \$323,000. The term of this agreement shall be from the original agreement date of October 21, 2009, to the estimated completion date of June 30, 2013. Payments and final payment shall coincide with original agreement.
- II. The scope of work is described in Exhibit I, attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

FACILITIES PLANNING AND CONSULTING
SERVICES

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Eric Mittlestead
CEO
352 Atwood Drive
Exeter, CA 93221

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Services:

- On an as needed basis, Consultant will consult and assist District staff in the preparation of the Five Year Capital Outlay Plan and make recommendations for potential future projects as directed by District.
- Consultant will review and comment on proposed Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) when requested by District.
- The Consultant will assist the District in the creation of the annual Space Inventory as requested by the District.
- Consultant will assist the District in the creation of the Five Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals (PFP's) and Hazardous Substance PFP's as requested and directed by District.
- Consultant will conduct training for District personnel and attend District planning meetings as requested by the District.
- Consultant will also assist District with any and all other construction compliance requirements of the California State Chancellors Office as directed and requested by the District.

Compensation:

The fees for consultant services shall be computed on the basis of the following:

\$150 per hour for planning and consulting services provided on or off District property. This amendment shall not exceed \$109,000 without prior written authorization from the District. The above fee's include the creation of seven IPP's at a cost of \$500 each and the update and resubmittal of four FPPs at a cost of \$4,000 each.

Allowable Reimbursable Expenses:

Reimbursable expenses will be billed at Consultant's cost and include, but are not limited to travel expenses, hotel expenses, printing costs, postage, mailing/shipping, presentation materials and postage.



Agenda Item (VI-B-6-c)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-6-c) |
| Subject | Agreement with Professional Personnel Leasing, Inc. |
| College/District | District |
| Funding | Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees approve the agreement with Professional Personnel Leasing, Inc. for \$122,650, using Measure C Funds, to provide consulting services to assist the District with coordination of construction efforts at Moreno Valley College and Norco College and to further provide oversight in assisting the District with energy management services. |

Background Narrative:

Attached for the Board's review and consideration is an agreement between Riverside Community College District and Professional Personnel Leasing, Inc. to provide professional consulting services to coordinate construction efforts at Moreno Valley College and Norco College. Due to fiscal constraints, the Interim Vice President of Business Services will divide his time between Moreno Valley College and Norco College, limiting the time the Interim Vice President can spend on capital construction related issues. The consultant will perform services under the direction of the College Presidents and in consultation with the Interim Vice President for Business Services related to capital facilities and with no business operational responsibilities. This coordination will consist of acting as a liaison between the college and the construction team/District staff with regard to capital facilities issues. The Consultant will also be responsible for the scheduled maintenance at Moreno Valley and Norco College and to develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy costs. The term of the agreement is from August 1, 2012 through June 30, 2013.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120619_Contract PPL-Thurman 2012-2013_Backup](#)

AGREEMENT BETWEEN
PROFESSIONAL PERSONNEL LEASING, INCORPORATED
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is between, Riverside Community College District (hereinafter "District") and Professional Personnel Leasing, Inc., (hereinafter "PPL") and provides:

1. The District will contract with Professional Personnel Leasing to provide Facilities Consulting services through the services of an independent contractor, namely Laurens K. Thurman, hereinafter referred to as Consultant, to assist the District with the coordination of construction efforts at Moreno Valley College and Norco College to ensure the facilities will meet the needs of the college in a cost effective manner. The contract will further provide oversight in assisting the district with energy management services. More specific services are described in Attachment A, Description of Consulting Services, which is attached to this agreement and incorporated herein.
2. Services provided under this agreement will be from August 1, 2012 through June 30, 2013. The District or PPL may terminate their agreement early for convenience by written notice thirty (30) days in advance of termination.
3. PPL will be paid Eleven thousand one hundred fifty dollars per month in remuneration for the provision of the consultant services described herein.
4. The District shall reimburse PPL for travel costs Consultant incurs in the fulfillment of the services described herein. The mileage rate will be as established by the Internal Revenue Service on an annual basis for appropriate mileage rate reimbursements. Consultant will maintain a mileage log which will be provided to District each month as part of the monthly invoice for services.
5. It is understood that Consultant, Laurens K. Thurman is not an employee or servant of District regardless of nature and extent of the acts performed by Consultant; that inasmuch as said the Consultant shall not be an employee of District, District does not

assume liability under law for any act of the Consultant performing or traveling pursuant to this Agreement. Furthermore, as the Consultant is a self-employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of the Consultant.

6. To the extent allowed by law, District and PPL, shall each defend, indemnify, and save harmless the other and its Board of Trustees, officers, and employees against any and all claims, actions, liabilities and losses, by whomever asserted, of acts, errors, or omissions on the part of their respective officers, agents, students, or employees arising out of any activities in the performance of this Agreement, providing, however, that either party shall be given sufficient notice to enable it to participate and conduct an appropriate defense of any claims made.
7. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, but is, rather, an agreement by and between the independent contractors, these being District and PPL.
8. Regarding the services to be provided, to the extent that the law allows, Consultant will discharge those duties, which are consistent with his/her status as an independent contractor. Consultant will not supervise any employee of the District. It is further understood and agreed, it is a District and the consultant's responsibility to ensure that a true independent contractor relationship is established and maintained.
9. The first billing will be made in September and continue monthly until the assignment is completed. Payments are to be made to Professional Personnel Leasing Inc. c/o:

Dr. Guy F. Lease
Executive Vice President - Chief Financial Officer
P.O. Box 17457
South Lake Tahoe, CA 9615

The contract includes the terms and conditions as printed and set forth in this Agreement, and both parties, by executing this Agreement, agree to comply with such terms and conditions.

Riverside CCD – Facilities Consulting Services

IN WITNESS WHEREOF, the parties hereunto have subscribed to this Agreement, including all Contract documents as indicated:

CONTRACT #RCCD0612
TAX ID # 33-0205012

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DATED: _____

By: _____

James Buysse
Vice Chancellor, Administration and Finance
4800 Magnolia Avenue
Riverside, CA 92506
Tel: 951-222-8047

PROFESSIONAL PERSONNEL LEASING,
INCORPORATED

DATED: _____

By: _____

Guy F. Lease, Ed.D.
Executive Vice President – Chief Financial Officer
PO Box 17457 South Lake Tahoe, CA 96651
Tel: 530-307-9765
guy.lease@gmail.com

Attachment A

INDEPENDENT CONTRACTOR
PROFESSIONAL PERSONNEL LEASING, INCORPORATED.
LAURENS K. THURMAN
Facilities Consultant

DESCRIPTION OF SERVICES:

1. The consultant will coordinate construction efforts at Moreno Valley College and Norco College under the direction of the college presidents and in consultation with the Vice Presidents for Business Services. This coordination will consist of acting as a liaison between the college and the construction team/district staff with regard to capital facilities issues. The consultant will act to facilitate input from the colleges while not impeding the progress of construction projects, trying to ensure the facilities will meet the needs of the college in a cost effective manner. The consultant will also be responsible for the scheduled maintenance at Moreno Valley and Norco College. An additional goal will be to lower the operating costs to the college resulting from any construction.
2. The consultant will develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy costs to the campuses in order to retain general fund operating costs. While as part of developing energy initiatives the consultant may suggest operational changes to the colleges' Facilities Departments. The consultant will not be responsible for overseeing the college Facility Departments to ensure implementation. The oversight of Facilities will remain the responsibility of the Vice-Presidents of Business Services.
3. The consultants work will roughly be divided between 40% Moreno Valley College, 40% Norco College and 20% District energy saving initiatives.

The services of Thurman specifically do not include the evaluation, hiring, firing, or supervision of any District personnel. Also, Thurman shall not process any employee grievances in the course of fulfilling this Agreement, or sign any official District documents, nor perform any functions defined as "Creditable Service" by Education Code Section 22119.5.



Agenda Item (VI-B-6-d)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-6-d) |
| Subject | Contract Extension for Independent Living Program |
| College/District | Riverside |
| Funding | Fund 12 |
| Recommended Action | It is recommended that the Board of Trustees approve extending the current Independent Living Program Contract with Riverside County Department of Public Social Services and authorize the Vice Chancellor, Administration and Finance to sign the amendment. |

Background Narrative:

Riverside Community College District has received additional funding in the amount of \$400,475 to extend the current Independent Living Program for the period July 1 through December 31, 2012. The funds will be used to continue providing Independent Living Services to current and former foster youth living in Riverside County.

Prepared By: Cynthia Azari, President, Riverside City College
Shelagh Camak, Executive Dean, Workforce & Resource Development
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Contract Extension](#)
[Contract Extension Budget](#)

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
AMENDMENT # 2
PROFESSIONAL SERVICES AGREEMENT WITH

Riverside Community College District
Independent Living Program Services

PROFESSIONAL SERVICES CONTRACT: CS-02161-02

CONTRACT TERM: July 1, 2012 through December 31, 2012

EFFECTIVE DATE
OF AMENDMENT: July 1, 2012

MAXIMUM AMOUNT: \$400,475

The agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and Riverside Community College District, hereinafter referred to as Contractor, is amended in the following particulars and no others:

1. On the Recitals Page, and every page thereafter, amend all references to the contract number to read: CS-02161-02

2. On the Recitals Page, amend "CONTRACT TERM" to read:

"July 1, 2012 through December 31, 2012"

3. On the Recitals Page, amend " MAXIMUM REIMBURSABLE AMOUNT" to read:

"\$400,475"

4. Under Section III. "CONTRACTOR RESPONSIBILITIES", add the following:

"28. CONTRACT TRANSITION PERIOD

The Contractor recognizes that the services under this contract are vital to DPSS and must be continued without interruption, and that, upon contract expiration, a successor, either DPSS or another contractor, may continue the services outlined herein. The Contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition of clients to a successor.

a. The Contractor shall, upon written notification from DPSS, negotiate in good faith a transition plan with a successor to determine the nature and extent of the transitioning of services. The transition plan for each service type and shall be subject to DPSS' approval and shall specify:

(1.) List of clients that include:

- (a.) Current contact information;
- (b.) Assigned Emancipation Coach.

b. Discharge summary that includes:

- (1.) Services received;
- (2.) Number of hours of services completed;
- (3.) On-going service recommendations;
- (4.) Date for transferring responsibilities.

c. Effective August 1, 2012, Contractor shall:

- (1.) Assign all newly referred youth to the selected provider.
- (2.) Transfer all in-care and after-care youth to the new provider on a staggered basis, along with youth's:
 - (a.) complete Life Skills courses,
 - (b.) complete assessments,
 - (c.) current TILP, and
 - (d.) any other records pertaining to services provided under this Agreement.

d. Upon request by DPSS, the Contractor shall provide DPSS with copies of client files and any other records pertaining to services provided under this Agreement.”

5. Amend Section VI.A “FISCAL PROVISIONS” “MAXIMUM AMOUNT” to read:

“Total payment under this Agreement shall not exceed \$400,475.”

6. Delete and replace Section VI.B “FISCAL PROVISIONS” “METHOD, TIME, AND SCHEDULE/CONDITION OF PAYMENTS” with:

“METHOD, TIME, AND SCHEDULE/CONDITION OF PAYMENTS”

- 1. The initial claiming period shall include the period beginning July 1, 2012, through December 31, 2012. All other claims shall be submitted no later than forty-five (45) days after the claiming period (calendar month) in which the services were provided. DPSS may reject late claims. These claims shall be processed within twenty (20) calendar days of receipt by DPSS and forwarded to the Auditor-Controller’s office for payment. The Contractor shall utilize DPSS Forms 2076A and 2076B, “Contractor Payment Request,” attached hereto and incorporated herein in **Exhibit D** and **Exhibit E** respectively.
- 2. No payment will be made to the Contractor during periods in which the Contractor has ceased operations or has discontinued services agreed upon in the contract.”

7. Rescind **Exhibit F. LINE ITEM BUDGET** and replace with new **Exhibit F. LINE ITEM BUDGET Revised 6-11-12**, attached hereto as **Attachment A**, and incorporated herein by this reference.

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #2 to the Contract.

Riverside County

Riverside Community College District

Mark Whitesell,
Procurement Contract Specialist

James Buysse
Vice Chancellor, Administration & Finance

Date

Date

ILP @ RCCD 12-13

For the Period July 1 - December 31, 2012

LINE ITEM BUDGET

Revised 6-11-12

| | |
|--|---------------------|
| A. Administration Expenditures (ILP) | |
| Salaries | |
| Administrative Salaries | \$25,225.00 |
| Benefits | \$5,900.00 |
| Sub Total Administration Cost | \$31,125.00 |
| B. Operation Expenses (ILP) | |
| Office Supplies | \$1,300.00 |
| Operating Expenses and Services | \$7,100.00 |
| Sub Total Operating Expenses | \$8,400.00 |
| C. Consultants | |
| | \$0.00 |
| D. Conference Expenses | |
| | \$0.00 |
| E. Lecturers | |
| | \$0.00 |
| F. Case Management Expenditures (ILP) | |
| Salaries | |
| Case Management Salaries | \$156,635.00 |
| Benefits | \$38,500.00 |
| Sub Total Case Management Cost | \$195,135.00 |
| G. Subcontracts | |
| MSJC | \$34,315.00 |
| Sub Total Subcontracts | \$34,315.00 |
| H. Emancipation Services and Incentives | |
| For Pre and Post Emancipation Youth | \$131,500.00 |
| Grand Total of all Expenses | \$400,475.00 |



Agenda Item (VI-B-8-a)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-a) |
| Subject | Surplus Property |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District. |

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Bill Bogle, Controller

Attachments:

[Surplus Property - June 19, 2012](#)

**Surplus Property
 June 19, 2012**

| QUANTITY | BRAND | DESCRIPTION | MODEL # | SERIAL # | ASSET TAG # |
|----------|-------------|-------------------|----------|----------------------|-------------|
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854p | 031206 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854pan1z | 031191 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854pan64 | 031210 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854gac91 | 031208 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161554pan5h | 031201 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854pan5a | 031193 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854rarq3 | 032171 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854pap2m | 032173 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854rarqa | 032174 |
| 1 | DELL | MONITOR | 1704fptt | cn0y42997161854pan2x | 032172 |
| 1 | n/a | ROWING MACHINE | 218FO | 550601 | 024017 |
| 1 | GESTETNER | PHOTOCOPIER | 2718z | 58912 | 020277 |
| 1 | EAGLE | MULTI HIP MACHINE | 4121 | 4121mc122 | 000697 |
| 1 | EAGLE | MULTI HIP MACHINE | 4121 | 121m06c121 | 000698 |
| 1 | GATEWAY | LAPTOP | 600 | 0030008698 | 020264 |
| 1 | HP | PRINTER | 6P | USBB023458 | 008877 |
| 1 | LIFEFITNESS | STEP MACHINE | 9500 | 2163670 | 001008 |
| 1 | SHARP | COPIER | ARM3500 | 4e016691 | 026440 |
| 1 | HP | PRINTER | CLJ8550N | HGLI946382 | 016583 |
| 1 | DELL | MONITOR | DHM | 904yn71 | 030117 |
| 1 | DELL | CPU | DHM | 343yn71 | 031207 |
| 1 | DELL | CPU | DHM | cf0rj71 | 031192 |
| 1 | DELL | CPU | DHM | cd3vn71 | 031211 |
| 1 | DELL | CPU | DHM | 2pdyn71 | 031198 |
| 1 | DELL | CPU | DHM | 6pdyn71 | 031199 |
| 1 | DELL | CPU | DHM | d30vn71 | 031200 |
| 1 | DELL | CPU | DHM | itrqm71 | 031209 |
| 1 | DELL | CPU | DHM | cg0rj71 | 031202 |
| 1 | DELL | CPU | DHM | 9f0rj71 | 031203 |
| 1 | DELL | CPU | DHM | 570vn71 | 031205 |
| 1 | DELL | CPU | DHM | dqdyn71 | 031194 |
| 1 | DELL | CPU | DHM | fp8rm71 | 031315 |
| 1 | DELL | CPU | DHM | 1vt2p71 | 031311 |
| 1 | DELL | CPU | DHM | but2p71 | 031312 |
| 1 | DELL | CPU | DHM | 4vt2p71 | 031313 |
| 1 | DELL | CPU | DHM | 7vt2p71 | 031314 |
| 1 | DELL | CPU | DHM | hcrj71 | 031306 |
| 1 | DELL | CPU | DHM | jvt2p71 | 031308 |
| 1 | DELL | CPU | DHM | 2d0rj71 | 031307 |
| 1 | DELL | CPU | DHM | bv3vn71 | 031309 |
| 1 | DELL | CPU | DHM | grpsk71 | 030108 |
| 1 | DELL | CPU | DHM | 114yn71 | 030109 |
| 1 | DELL | CPU | DHM | j04yn71 | 030110 |
| 1 | DELL | CPU | DHM | f04yn71 | 030111 |
| 1 | DELL | CPU | DHM | g04yn71 | 030112 |
| 1 | DELL | CPU | DHM | h04yn71 | 030113 |
| 1 | DELL | CPU | DHM | 6z3yn71 | 030114 |
| 1 | DELL | CPU | DHM | 414yn71 | 030115 |

**Surplus Property
June 19, 2012**

| QUANTITY | BRAND | DESCRIPTION | MODEL # | SERIAL # | ASSET TAG # |
|----------|---------|-----------------|----------|----------------------|-------------|
| 1 | DELL | CPU | DHM | 704yn71 | 030116 |
| 1 | DELL | CPU | DHM | 7z3yn71 | 030118 |
| 1 | DELL | CPU | DHM | 104yn71 | 030119 |
| 1 | DELL | CPU | DHM | 314yn71 | 030120 |
| 1 | DELL | CPU | DHM | cy3yn71 | 030121 |
| 1 | DELL | CPU | DHM | 1z3yn71 | 030122 |
| 1 | DELL | CPU | DHM | gy3yn71 | 030123 |
| 1 | DELL | CPU | DHM | 6y3yn71 | 030124 |
| 1 | DELL | CPU | DHM | hx3yn71 | 030125 |
| 1 | DELL | CPU | DHM | 204yn71 | 030126 |
| 1 | DELL | CPU | DHM | jj3yn71 | 030127 |
| 1 | DELL | CPU | DHM | 214yn71 | 030128 |
| 1 | DELL | CPU | DHM | c04yn71 | 030129 |
| 1 | DELL | CPU | DHM | 8z3yn71 | 030130 |
| 1 | DELL | CPU | DHM | 9z3yn71 | 030131 |
| 1 | DELL | CPU | DHM | 4z3yn71 | 030132 |
| 1 | DELL | CPU | DHM | 2z3yn71 | 030133 |
| 1 | DELL | CPU | DHM | 3z3yn71 | 030134 |
| 1 | DELL | CPU | DHM | 4y3yn71 | 030135 |
| 1 | DELL | CPU | DHM | hy3yn71 | 030136 |
| 1 | DELL | CPU | DHM | 504yn71 | 030137 |
| 1 | DELL | CPU | DHM | jz3yn71 | 030138 |
| 1 | DELL | CPU | DHM | bz3yn71 | 030139 |
| 1 | DELL | CPU | DHM | 714yn71 | 030140 |
| 1 | DELL | CPU | DHM | dz3yn71 | 030141 |
| 1 | DELL | CPU | DHM | 814yn71 | 030142 |
| 1 | DELL | CPU | DHM | cm8rm71 | 031310 |
| 1 | DELL | CPU | DHM | 9y3yn71 | 030107 |
| 1 | COMPAQ | TERMINAL SERVER | DL380 | 0054650PFJQ | 024215 |
| 1 | COMPAQ | SERVER | DL380 | D144FSB1KD11 | 019814 |
| 1 | APPLE | CPU | E SERIES | 0028110551 | 020300 |
| 1 | GATEWAY | CPU | E SERIES | 0005666506690 | 020380 |
| 1 | DELL | MONITOR | E173FPB | cn0u4931466335595t2m | 031195 |
| 1 | DELL | MONITOR | E173FPB | cn0u4931466335595r5m | 031196 |
| 1 | DELL | MONITOR | E173FPB | cn0t61167161855iab7r | 031263 |
| 1 | DELL | MONITOR | E173FPB | cn0t61167161855iab8g | 031303 |
| 1 | DELL | MONITOR | E173FPB | cn0d54287287254p1nds | 030103 |
| 1 | DELL | MONITOR | E173FPB | cn0d57287287254p2fhs | 030104 |
| 1 | DELL | MONITOR | E173FPB | cn0d54287287254s9d8l | 030105 |
| 1 | DELL | MONITOR | E173FPB | cn0u49314663354s2v7l | 030106 |
| 1 | DELL | MONITOR | E173FPB | cn0d5428728725446k8s | 031197 |
| 1 | DELL | MONITOR | E173FPB | cn0d54287287254447ks | 031204 |
| 1 | DELL | MONITOR | E173FPB | cn0d54287287254485ts | 032175 |
| 1 | GATEWAY | CPU | E3100 | 0079212386 | 010470 |
| 1 | GATEWAY | CPU | E3100 | 0007912379 | 010472 |
| 1 | GATEWAY | CPU | E3100 | 0007637001 | 009760 |
| 1 | GATEWAY | CPU | E3100 | 0007637033 | 009762 |
| 1 | GATEWAY | CPU | E3100 | 0007636989 | 009769 |

**Surplus Property
June 19, 2012**

| QUANTITY | BRAND | DESCRIPTION | MODEL # | SERIAL # | ASSET TAG # |
|----------|---------|-------------|-----------|------------|-------------|
| 1 | GATEWAY | CPU | E3100 | 0008413085 | 010335 |
| 1 | GATEWAY | CPU | E3100-300 | 0008696565 | 010297 |
| 1 | GATEWAY | CPU | E3100-300 | 0008696585 | 010328 |
| 1 | GATEWAY | CPU | E3200 | 7588527 | 010219 |
| 1 | GATEWAY | CPU | E4000 | 0030253837 | 021958 |
| 1 | GATEWAY | CPU | E4000 | 0030253841 | 021956 |
| 1 | GATEWAY | CPU | E4000 | 0030253843 | 021957 |
| 1 | GATEWAY | CPU | E4000 | 0030253856 | 021961 |
| 1 | GATEWAY | CPU | E4000 | 0030253861 | 021955 |
| 1 | GATEWAY | CPU | E4000 | 0030253885 | 021959 |
| 1 | GATEWAY | CPU | E4000 | 0030253886 | 021960 |
| 1 | GATEWAY | CPU | E4000 | 0030253893 | 021962 |
| 1 | GATEWAY | CPU | E4000 | 0030253901 | 021953 |
| 1 | GATEWAY | CPU | E4000 | 0030253895 | 021954 |
| 1 | GATEWAY | CPU | E4000 | 0030255640 | 021952 |
| 1 | GATEWAY | CPU | E4000 | 0030045343 | 020258 |
| 1 | GATEWAY | CPU | E6000 | 0030045235 | 020261 |
| 1 | GATEWAY | CPU | E6000 | 0029981168 | 020255 |
| 1 | GATEWAY | CPU | E6000 | 0030056177 | 020269 |
| 1 | GATEWAY | CPU | E6500D | 0036587499 | 031995 |
| 1 | GATEWAY | CPU | E6500D | 0036587500 | 034570 |
| 1 | GATEWAY | CPU | E6500D | 0004568322 | 037740 |
| 1 | GATEWAY | CPU | E6500D | 0004568343 | 037741 |
| 1 | GATEWAY | CPU | E6500D | 0004568340 | 037742 |
| 1 | GATEWAY | CPU | E6500D | 0004568325 | 037743 |
| 1 | GATEWAY | CPU | E6500D | 0004568324 | 037744 |
| 1 | GATEWAY | CPU | E6500D | 0004568331 | 037745 |
| 1 | GATEWAY | CPU | E6500D | 0004568330 | 037746 |
| 1 | GATEWAY | CPU | E6500D | 0004568315 | 037747 |
| 1 | GATEWAY | CPU | E6500D | 0004568337 | 037748 |
| 1 | GATEWAY | CPU | E6500D | 0004568328 | 037749 |
| 1 | GATEWAY | CPU | E6500D | 0004568317 | 037751 |
| 1 | GATEWAY | CPU | E6500D | 0004568316 | 037752 |
| 1 | GATEWAY | CPU | E6500D | 0004568339 | 037753 |
| 1 | GATEWAY | CPU | E6500D | 0004568320 | 037754 |
| 1 | GATEWAY | CPU | E6500D | 0004568332 | 037755 |
| 1 | GATEWAY | CPU | E6500D | 0004568329 | 037756 |
| 1 | GATEWAY | CPU | E6500D | 0004568338 | 037757 |
| 1 | GATEWAY | CPU | E6500D | 0004568344 | 037758 |
| 1 | GATEWAY | CPU | E6500D | 0004568327 | 037759 |
| 1 | GATEWAY | CPU | E6500D | 0004568345 | 037760 |
| 1 | GATEWAY | CPU | E6500D | 0004568334 | 037761 |
| 1 | GATEWAY | CPU | E6500D | 0004568333 | 037762 |
| 1 | GATEWAY | CPU | E6500D | 0004568342 | 037764 |
| 1 | GATEWAY | CPU | E6500D | 0004568323 | 037765 |
| 1 | GATEWAY | CPU | E6500D | 0004568326 | 037767 |
| 1 | GATEWAY | CPU | E6500D | 0004568321 | 037768 |
| 1 | GATEWAY | CPU | E6500D | 0004568319 | 037769 |

**Surplus Property
 June 19, 2012**

| QUANTITY | BRAND | DESCRIPTION | MODEL # | SERIAL # | ASSET TAG # |
|----------|-------------|------------------|---------|-----------------|-------------|
| 1 | GATEWAY | CPU | E6500D | 0004568336 | 037771 |
| 1 | GATEWAY | CPU | E6500D | 0004568335 | 037772 |
| 1 | GATEWAY | MONITOR | FPD1730 | MUL7003D0010750 | 020256 |
| 1 | GATEWAY | MONITOR | FPD1730 | MUL7003D0017506 | 020266 |
| 1 | GATEWAY | MONITOR | FPD1730 | MUL7007K0020897 | 038320 |
| 1 | GATEWAY | MONITOR | FPD1730 | MUL7007K0020913 | 032872 |
| 1 | GATEWAY | MONITOR | FPD1775 | msn6350n01447 | 034571 |
| 1 | GATEWAY | MONITOR | FPD1775 | msn6350n01186 | 034572 |
| 1 | GATEWAY | MONITOR | FPD1775 | msn6350n01166 | 034573 |
| 1 | GATEWAY | MONITOR | FPD1930 | GL719A311000379 | 020268 |
| 1 | GATEWAY | MONITOR | FPD1965 | MPH5A50H00445 | 031365 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00538 | 037729 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00944 | 038172 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00665 | 038173 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00689 | 038174 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00659 | 038175 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00668 | 038177 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00684 | 038178 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00663 | 038180 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00898 | 038181 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00666 | 038182 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00682 | 038183 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00660 | 038184 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00938 | 038185 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00831 | 038186 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00687 | 038187 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00680 | 038188 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00686 | 038189 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00662 | 039697 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00691 | 039700 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00679 | 039698 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00676 | 039703 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00658 | 039702 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00667 | 039701 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00940 | 039704 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00661 | 039705 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00947 | 039706 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00664 | 039707 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00939 | 039708 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00943 | 039709 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00941 | 039710 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00692 | 039711 |
| 1 | GATEWAY | MONITOR | FPD1985 | mwe84b0n00669 | 039712 |
| 1 | GATEWAY | CPU | G6200 | 0006546012613 | 009104 |
| 1 | GATEWAY | CPU | G6-200 | 0005666060540 | 009228 |
| 1 | DELL | CPU | GX240 | R0D51 | 020419 |
| 1 | CYBEX | LEG CURL | HGL332 | 1287 | 000699 |
| 1 | LIFEFITNESS | PULLOVER MACHINE | HNVL32 | HFLDIQQO0 | 024023 |

Surplus Property June 19, 2012

| QUANTITY | BRAND | DESCRIPTION | MODEL # | SERIAL # | ASSET TAG # |
|----------|-----------|-------------|----------|-------------|-------------|
| 1 | MACINTOSH | CPU | Imac | t9376jzgsq | 020274 |
| 1 | HP | PRINTER | F5780 | cn71yb12ms | 038321 |
| 1 | HP | PRINTER | LJ6P | NGS KLDLS05 | 008890 |
| 1 | HP | PRINTER | LJ6P | usbb023430 | 008862 |
| 1 | HP | PRINTER | LJ6P | usbb006791 | 008887 |
| 1 | HP | PRINTER | LJ6P | usbb027665 | 008884 |
| 1 | HP | PRINTER | LJ6P | usbb023472 | 008867 |
| 1 | HP | PRINTER | LJ6P | NGKSO38H89 | 008953 |
| 1 | MAXICAM | CPU | MAX240 | 4207660LKH | 014106 |
| 1 | GATEWAY | CPU | P4 | 29600496 | 020417 |
| 1 | GATEWAY | CPU | P4 | 00056670160 | 020418 |
| 1 | DELL | LAPTOP | PP02X | H2RC871 | 032091 |
| 1 | COMPAQ | SERVER | PROLIANT | DD42FK4744 | 018564 |
| 1 | GATEWAY | CPU | SOLO | 0007004386 | 009367 |
| 1 | DELL | CPU | XPSD300 | CTXW2 | 010448 |
| 1 | N/A | FURNITURE | N/A | N/A | N/A |



Agenda Item (VI-B-8-b)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-b) |
| Subject | Notices of Completion |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees 1) accept the projects listed on the attachment as complete, 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 - Public Works), and 3) authorize the Board President and the Vice Chancellor, Administration and Finance to sign the Notices of Completion. |

Background Narrative:

Facilities Planning and Development staff reports that the following projects are now complete (see attached listing).

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Majd Askar, Purchasing Manager

Attachments:

[Notices of Completion - June 19, 2012](#)

COMPLETED PROJECTS

June 19, 2012

Project

Wheelock Gym Seismic Retrofit - General Package
Wheelock Gym Seismic Retrofit - Concrete
Wheelock Gym Seismic Retrofit - Structural Steel
Wheelock Gym Seismic Retrofit - Glazing
Wheelock Gym Seismic Retrofit - Sheet Metal
Wheelock Gym Seismic Retrofit - Specialties/Finishes
Wheelock Gym Seismic Retrofit - Plumbing
Wheelock Gym Seismic Retrofit - HVAC
Wheelock Gym Seismic Retrofit - Electrical
CBS&L Okubo Exterior Façade Renovation
MVC Dental Education Center - Portable Facilities
MVC Dental Education Center - Electrical
MVC Dental Education Center - Landscaping & Irrigation
MVC Dental Education Center - Equipment Relocation
Nursing/Science Building - Masonry
Nursing/Science Building - Structural Steel
Nursing/Science Building - Roofing
Nursing/Science Building - Metal Panels & Sheet Metal
Nursing/Science Building - Floor Coverings
Nursing/Science Building - Elevators
Nursing/Science Building - Plumbing
Nursing/Science Building - Doors, Frames & Hardware
Nursing/Science Building - Glass & Curtain Walls
Culinary Arts Academy & District Offices - Site Utilities, Electrical

Contractor

Inland Building Construction Companies, Inc.
GDA Incorporated
Adams & Smith, Inc.
Perfection Glass, Inc
Applied Roof Engineering, Inc
ISEC, Inc.
Pro-Craft Plumbing Company, Inc.
West-Tech Mechanical, Inc.
Unison Electric
Cano Architecture Concrete Repair
Silver Creek Industries, Inc.
Morrow-Meadows Corporation
Marina Landscape, Inc.
Graebel Los Angeles Movers, Inc
Kretschmar & Smith Inc.
Columbia Steel, Inc
Best Contracting Services, Inc.
United Contractors
Continental Flooring Inc.
Inland Empire Architectural Specialties, Inc.
Interpipe, Inc.
Roy E. Whitehead, Inc.
Perfection Glass, Inc.
Southern California West Coast Electric Inc.

RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name **James L. Buysse**
Administration and Finance
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - General Package; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was Inland Building Construction Companies, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
Riverside Community College District
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- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| NAMES | ADDRESSES |
|-------------|-----------|
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Concrete; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was GDA Incorporated
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Structural Steel; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was Adams & Smith, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 of his agent

VERIFICATION

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Glazing; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was Perfection Glass, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Sheet Metal; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was Applied Roof Engineering, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Specialties/Finishes; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was ISEC, Inc
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
 President, Board of Trustees

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- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Plumbing; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was Pro-Craft Plumbing Company, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
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VERIFICATION

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- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - HVAC; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was West-Tech Mechanical, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

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I declare under penalty of perjury that the foregoing is true and correct.

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- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Wheelock Gym Seismic Retrofit - Electrical; DSA # 04-110664
- The name of the contractor, if any, for such work of improvement was Unison Electric
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is true and correct.

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Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
CBS&L Okubo Exterior Facade Renovation
- The name of the contractor, if any, for such work of improvement was Cano Architecture Concrete Repair
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3845 Market Street
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

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Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
MVC Dental Education Center - Portable Facilities
- The name of the contractor, if any, for such work of improvement was Sliver Creek Industries, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Moreno Valley, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name **James L. Buysse**
Administration and Finance
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
MVC Dental Education Center - Electrical; DSA #33-C1 04-111677
- The name of the contractor, if any, for such work of improvement was Morrow-Meadows Corporation
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Moreno Valley,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

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(Date of signature) (City where signed)

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RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name James L. Buysse
Administration and Finance
Street Address 4800 Magnolia Avenue
City & State Riverside, CA 92506

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- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
MVC Dental Education Center - Landscaping & Irrigation; DSA #33-C1 04-111677
- The name of the contractor, if any, for such work of improvement was Marina Landscape, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Moreno Valley,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

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I declare under penalty of perjury that the foregoing is true and correct.

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Fee Simple
(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
MVC Dental Education Center - Equipment Relocation; DSA #33-C1 04-111677
- The name of the contractor, if any, for such work of improvement was Graebel Los Angeles Movers, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Moreno Valley,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Masonry; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Kretschmar & Smith Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

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Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Structural Steel; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Columbia Steel, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Roofing; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Best Contracting Services, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

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- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Metal Panels & Sheet Metal; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was United Contractors
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

Signature of owner or corporate officer of owner
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VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Floor Coverings; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Continental Flooring Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

Signature of owner or corporate officer of owner
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Fee Simple
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Elevators; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Inland Empire Architectural Specialties, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

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| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Plumbing; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Interpipe, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

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President, Board of Trustees

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- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Doors, Frames & Hardware; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Roy E. Whitehead, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name James L. Buysse
Administration and Finance
Street Address 4800 Magnolia Avenue
City & State Riverside, CA 92506

| S | R | U | PAGE | SIZE | DA | MISC | LONG | RFD | COPY |
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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Nursing/Science Building - Glass & Curtain Walls; DSA #04-109948
- The name of the contractor, if any, for such work of improvement was Perfection Glass, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name James L. Buysse
Administration and Finance
Street Address 4800 Magnolia Avenue
City & State Riverside, CA 92506

| S | R | U | PAGE | SIZE | DA | MISC | LONG | RFD | COPY |
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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| | |
|-------------|-----------|
| NAMES | ADDRESSES |
| <u>None</u> | |
- A work of improvement on the property hereinafter described was completed on 06/19/2012. The work done was:
Culinary Arts and District Offices - Site Utilities, Electrical
- The name of the contractor, if any, for such work of improvement was Southern California West Coast Electric Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue
(If no street address has been officially assigned, insert "none")

Dated: 06/19/2012

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)



Agenda Item (VI-B-8-c)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-c) |
| Subject | Resolution No. 44-11/12 - Temporary Loans - Potential Child Care Fund Cash Shortage |
| College/District | District |
| Funding | Fund 33, Resource 3300 |
| Recommended Action | It is recommended that the Board of Trustees approve Resolution No. 44-11/12 authorizing temporary and periodic loans in FY 2012-2013 from Fund 11, Resource 1000 (Unrestricted General Operating) to Fund 33, Resource 3300 (Child Care) in an amount not to exceed \$100,000 as needed to mitigate cash shortages arising from the timing of cash receipts and cash disbursements, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to Fund 11, Resource 1000 from the subsequent cash receipts received in the Child Care Fund. |

Background Narrative:

It is anticipated that the Child Care Fund may experience periods of cash flow shortages during fiscal year 2012-2013 primarily due to timing differences between when revenues are received and when disbursements are made. Disbursements are made relatively consistently each month, whereas revenues are received more sporadically throughout the year.

Child care fees paid by parents and various agencies are the primary revenue sources of the Child Care Fund. The child care program has limited operations when classes are not in session. However, expenditures for salaries and benefits of full-time child care employees continue.

Another significant source of child care revenues, State Child Care Tax Bailout, is tied to adoption of the State budget. If an approved State budget is delayed, this source of funding will also be delayed.

Staff is seeking authorization to temporarily and periodically borrow an amount not to exceed \$100,000 from Fund 11, Resource 1000 (Unrestricted Operating Fund) to cover short-term cash deficits in Fund 33, Resource 3300 (Child Care) should the need arise during fiscal year 2012-2013.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Aaron Brown, Associate Vice Chancellor, Finance
Bill Bogle, Controller

Attachments:

[Resolution No. 44-11/12 - Temporary Loans - Potential Child Care Fund Cash Shortage - June 19, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 44-11/12

Temporary Loans - Potential Child Care Fund Cash Shortage

WHEREAS the timing of child care cash receipts and disbursements create the potential for cash flow shortages in Fund 33, Resource 3300 (Child Care); and

WHEREAS the timing of child care service fees is disrupted when the child care centers have limited operations; and

WHEREAS the timing of Child Care Tax Bailout revenue is dependent on the adoption of a State budget, which may be delayed; and

WHEREAS the governing board of Riverside Community College District has determined that sufficient funds exist in Fund 11, Resource 1000 (Unrestricted Operating Fund) to provide temporary and periodic loans;

NOW, THEREFORE, BE IT RESOLVED that temporary and periodic loans in an amount not to exceed \$100,000 to Fund 33, Resource 3300 (Child Care Fund) from Fund 11, Resource 1000 (Unrestricted Operating Fund) be approved.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2012.

Clerk or Authorized Agent



Agenda Item (VI-B-8-d)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-d) |
| Subject | Resolution No. 45-11/12 - Temporary Loans - Potential Food Service Fund Cash Shortage |
| College/District | District |
| Funding | Fund 32, Resource 3200 |
| Recommended Action | It is recommended that the Board of Trustees approve Resolution No. 45-11/12 authorizing temporary and periodic loans in FY 2012-2013 from Fund 11, Resource 1000 (Unrestricted General Operating) to Fund 32, Resource 3200 (Food Service) in an amount not to exceed \$100,000 as needed to mitigate cash shortages arising from the timing of cash receipts and cash disbursements, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer to Fund 11, Resource 1000 from the subsequent cash receipts received in the Food Service Fund. |

Background Narrative:

It is anticipated that the Food Service Fund may experience periods of cash flow shortages during fiscal year 2012-2013 primarily due to timing differences between when revenues are received and when disbursements are made. Disbursements are made relatively consistently each month, whereas revenues are received more sporadically throughout the year.

The primary source of Food Service revenues is from food and beverage sales. Food service facilities are closed when classes are not in session. However, salaries and benefits of full-time food service employees continue.

Another large source of income is from bookstore commissions (Resource 1110). Revenue is received from Barnes and Noble quarterly and thus can only be credited to Food Services on a quarterly basis.

Staff is seeking authorization to temporarily and periodically borrow an amount not to exceed \$100,000 from Fund 11, Resource 1000 (Unrestricted Operating Fund) to cover short-term cash deficits in Fund 32, Resource 3200 (Food Service) should the need arise during fiscal year 2012-2013.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Aaron Brown, Associate Vice Chancellor, Finance
Bill Bogle, Controller

Attachments:

[Resolution No. 45-11/12 - Temporary Loans - Potential Food Service Fund Cash Shortage - June 19, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 45-11/12

Temporary Loans - Potential Food Services Fund Cash Shortage

WHEREAS the timing of Food Service cash receipts and disbursements create the potential for cash flow shortages in Fund 32, Resource 3200 (Food Service); and

WHEREAS the timing of food and beverage revenues are disrupted when the food services facilities are closed; and

WHEREAS bookstore commissions are received on a quarterly basis from Resource 1110; and

WHEREAS the governing board of Riverside Community College District has determined that sufficient funds exist in Fund 11, Resource 1000 (Unrestricted Operating Fund) to provide temporary and periodic loans;

NOW, THEREFORE, BE IT RESOLVED that temporary and periodic loans in an amount not to exceed \$100,000 to Fund 32, Resource 3200 (Food Services Fund) from Fund 11, Resource 1000 (Unrestricted Operating Fund) be approved.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2012.

Clerk or Authorized Agent



Agenda Item (VI-B-8-e)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-e) |
| Subject | Resolution No. 46-11/12 - Temporary Loans - Potential General Fund Cash Shortage Arising from State Apportionment Deferrals |
| College/District | District |
| Funding | Fund 41, Resource 4130 and Fund 61 Resource 6100 and 6110 |
| Recommended Action | It is recommended that the Board of Trustees approve Resolution No. 46-11/12 authorizing temporary and periodic loans for FY 2012-2013 from Fund 41 (Resource 4130 - La Sierra Capital) in an amount not to exceed \$4,000,000 and an amount not to exceed \$6,000,000 from Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to cover cash deficits in the Unrestricted and Restricted Operating Funds (Funds 11 and 12) as needed to mitigate cash shortages arising from apportionment deferrals, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) from the District's future apportionment allocations. |

Background Narrative:

The State steadily increased the annual apportionment deferral level imposed on California community colleges from \$200 million in FY 2004-2005 to \$832 million in FY 2011-2012.

The Governor's budget proposal for FY 2012-2013 calls for a reduction of apportionment deferrals in FY 2012-2013 under the assumption that the tax increase measure passes in November. If the tax increase measure fails, there will be no change to apportionment deferrals. Currently, apportionment deferrals total \$28.3 million for the District. If the tax measure passes, the Districts' apportionment deferrals would be approximately \$26.1 million.

As a means of mitigating the impact of these events, in March 2012 the Board authorized issuance of Tax Revenue Anticipation Notes (TRAN).

In prior years, the Board has also authorized temporary loans from Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to provide staff with additional flexibility in managing cash flow. Staff is again seeking authorization from the Board to temporarily and periodically borrow an amount not to exceed \$4,000,000 from Fund 41 (Resource 4130) and an amount not to exceed \$6,000,000 from Fund 61 (Resources 6100 and 6110) to cover cash deficits in the Unrestricted and Restricted Operating Funds (Funds 11 and 12) should the need arise during fiscal year 2012-2013.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Aaron Brown, Associate Vice Chancellor, Finance
Bill Bogle, Controller

Attachments:

[Resolution No. 46-11-12 - Temporary Loans - Potential General Fund Cash - June 19, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 46-11/12

Temporary Loans - Potential General Fund Cash Shortage Arising
from State Apportionment Deferrals

WHEREAS the State of California has imposed deferred apportionment payments on the District; and

WHEREAS the deferred apportionment payments create the potential for cash flow shortages in the District's Unrestricted and Restricted Operating Funds (Funds 11 and 12) which would negatively impact the District's ability to meet its financial obligations; and

WHEREAS the governing board of the Riverside Community College District has determined that temporary and periodic loans to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) in an amount not to exceed \$10,000,000 may be necessary for purposes of cash flow during fiscal year 2012-2013; and

WHEREAS the governing board of the Riverside Community College District has determined that sufficient funds exist in Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to provide temporary and periodic loans;

NOW, THEREFORE, BE IT RESOLVED that temporary and periodic loans in the aggregate amount not to exceed \$10,000,000 to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) from Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) be approved, with said loans to be repaid with interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2012.

Clerk or Authorized Agent



Agenda Item (VI-B-8-f)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-f) |
| Subject | Signature Authorization |
| College/District | District |
| Funding | Various Resources |
| Recommended Action | It is recommended that the Board of Trustees authorize the following District administrator to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents: |

Background Narrative:

Education Code Sections 81655, 85232 and 85233 specify that authorization can be given to designated District administrators to sign orders drawn on District funds and notices of employment.

In addition, to properly manage the District's banking activities, purchasing operations and Federal, State and locally funded grant programs, designated administrators can be authorized to sign bank checks, purchase orders, and grant documents.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Aaron Brown, Associate Vice Chancellor, Finance

Attachments:

[Certification of Signatures - June 19, 2012](#)



Division of Administration and Business Services
 District Fiscal Services

County Use Only:

Date Received: _____

Approved By: _____

Certification of Signatures

District: _____

Date of Meeting: _____

Please Check: Newly Elected Governing Board Addition in Column(s) _____ Replacement in Column(s) _____

| Column I | Column II | Column III |
|---|--|---|
| <i>Signatures of Members of the Governing Board</i> | <i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*</i> | <i>Signatures of Personnel Authorized to Sign Notices of Employment</i> |
| _____ President of the Board | _____ | _____ |
| _____ Clerk or Vice President of the Board | _____ | _____ |
| _____ Member of the Board | _____ | _____ |
| _____ Member of the Board | _____ | _____ |
| _____ Member of the Board | _____ | _____ |

**If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.*

Number of signatures district requires for: Orders of Salary Payments : _____ "B" Warrant Orders: _____

I, _____, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

Signature: _____



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-8-g)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Consent Agenda Action (VI-B-8-g) |
| Subject | Out-of-State Travel |
| College/District | District |
| Funding | n/a |
| Recommended Action | Recommended that the Board of Trustees approve the out-of-state travel. |

Background Narrative:

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[Out-of-State Travel June 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

June 19, 2012

It is recommended that out-of-state travel be granted to:

Retroactive:

- 1) Mr. Michael Estrada, visiting assistant professor, physicians assistant, Moreno Valley College, to travel to Bethesda, Maryland, June 4-7, 2012, to attend the Interprofessional Oral Health Core Competencies Forum. There is no cost to the District. (The travel arrangements were not finalized until after the May Board meeting. Therefore, the travel report could not be included in the May Board report.)

Current:

Moreno Valley College

- 1) Ms. Lisa Chavez, director, student support services grant, to travel to New York, New York, September 4-9, 2012, to attend the Council for Opportunity in Education 31st Annual Conference to learn about best practices for TRIO programs including recruitment, programming, evaluation, and compliance. Estimated cost: \$3,080.00. Funding source: Moreno Valley College Student Support Services Grant funds. There is no cost to District.

Norco College:

- 1) Mr. Kevin Fleming, associate dean, career and technical education, to travel to Denver, Colorado, July 16-17, 2012, to attend the National Center for Supply Chain Technology - Project Leadership Meeting. Estimated cost: \$690.00. Funding source: National Science Foundation Grant funds.
- 2) Mr. Kevin Fleming, associate dean, career and technical education, to travel to Denver, Colorado, July 24-26, 2012, to attend the National Center for Supply Chain Technology – High Tech Conference. Estimated cost: \$1,490.00. Funding source: National Science Foundation Grant funds.
- 3) Ms. Elena Santa Cruz, grants administrative specialist, to travel to Denver, Colorado, July 16-17, 2012, to attend the National Center for Supply Chain Technology – Project Leadership Meeting. Estimated cost: \$690.00. Funding source: National Science Foundation Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

June 19, 2012

- 4) Mr. George Walters, project director, national science foundation national center, supply chain technology education, to travel to Denver, Colorado, July 16-17, 2012, to attend the National Center for Supply Chain Technology – Project Leadership Meeting. Estimated cost: \$690.00. Funding source: National Science Foundation Grant funds.
- 5) Mr. George Walters, project director, national science foundation national center, supply chain technology education, to travel to Denver, Colorado, July 24-26, 2012, to attend the National Center for Supply Chain Technology –High Tech Conference. Estimated cost: \$1,490.00. Funding source: National Science Foundation Grant funds.

Riverside City College:

- 1) Dr. Cynthia Azari, president, to travel to Kaneohe, Hawaii, October 14-20, 2012, to attend the Windward Community College Accreditation Visit. There is no cost to the District. All travel costs paid by the Accrediting Commission for Community and Junior Colleges.
- 2) Ms. Michele Davila, administrative assistant IV, business services, to travel to Kaneohe, Hawaii, October 14-20, 2012, to attend the Accreditation Commission for Community Colleges – Evaluation Team Windward Community College Team Visit. There is no cost to the District. All travel costs paid by the Accrediting Commission for Community and Junior Colleges.
- 3) Dr. Bernard Fradkin, dean, technology and learning resources, to travel to Ho Chi Minh City and Can Tho, Vietnam, July 19-25, 2012, to participate in the City of Riverside Delegation to explore the potential for university and community college collaborations and exchanges between Riverside and Can Tho. There is no cost to the District.
- 4) Mr. Norm Godin, vice president, business services, to travel to Kaneohe, Hawaii, October 14-20, 2012, to attend the Accreditation Commission for Community Colleges – Evaluation Team Windward Community College Team visit. There is no cost to the District. All travel costs paid by the Accrediting Commission for Community and Junior Colleges.
- 5) Ms. Tenisha James, director, student support service grant, to travel to New York, New York, September 4-8, 2012, to attend the Council for Opportunity in Education 31st Annual TRIO Conference - Professional Development for Student Support Services Staff Members. Estimated cost: \$3,646.82. Funding source: Student Support Services TRIO Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

June 19, 2012

- 6) Mr. Helena Largent, veterans services specialist, to travel to Oklahoma City, Oklahoma, July 8-11, 2012, to attend the Western Association of Veterans Educations Specialists Conference. Estimated cost: \$1,641.79. Funding source: the general fund.
- 7) Dr. Mary Legner, professor, mathematics, to travel to Raleigh, North Carolina, June 20-23, 2012, to attend the Superwaug: WebAssign Users Group to learn about innovative features that increase student engagement and learning. There is no cost to the District.
- 8) Dr. Mary Legner, professor, mathematics, to travel to Portland, Oregon, July 22-25, 2012, to attend the Gateway to College 2012 Peer Learning Conference as a presenter for "Click Here to Engage and Assess for Greater Learning". There is no cost to the District.
- 9) Mr. Santos Martinez, veterans services specialist, to travel to Oklahoma City, Oklahoma, July 8-11, 2012, to attend the Western Association of Veterans Educations Specialists Conference. Estimated cost: \$1,624.51. Funding source: the general fund.

Riverside Community College District:

- 1) Ms. Colleen Molko, associate director, grants, to travel to Washington, D.C., November 7-11, 2012, to attend the Council for Resource Development 47th Annual Conference. Estimated cost: \$2,388.00. Funding source: the general fund.



Agenda Item (VIII-B-1)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Teaching and Learning (VIII-B-1) |
| Subject | Proposed Curricular Changes |
| College/District | District |
| Funding | N/A |
| Recommended Action | It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings. |

Background Narrative:

Presented for the Board's approval are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached curricular changes and recommend their adoption by the Board of Trustees.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[June Board 2012_backupv3](#)

| Title | College |
|-------|---------|
|-------|---------|

1. New Stand Alone Courses:

The following course provides a detailed foundation in the business of photography not available in our other Photography courses and is cross-listed with PHO-67:

BUS-67 Business Practices for Photographers R

Development of computer simulations and games greatly leverages the use of core infrastructures and middleware. Scripting languages are utilized to interface with these development platforms. In order for students to be competitive in the industry, it is necessary to have a strong understanding of how scripting languages employ engine level functionality for the implementation of game and simulation functionality. The following courses will be required courses in the Game Programming certificate and A.S. degree which is under development as part of the Title V Grant: Portal to Your Future:

CSC-52 Game Engine Scripting I N

CSC-53 Game Engine Scripting II N

GAM-52 Game Engine Scripting I N

GAM-53 Game Engine Scripting II N

The following course will complement the current guitar offerings at RCC. It is designed for students who have completed MUS 37 (or have achieved a commensurate skill level) but are not yet ready for MUS 77:

MUS-70 Guitar Lab Ensemble R

The following courses are being proposed as optional learning labs for students enrolled in NRN 11 who need remediation and/or additional practice with nursing skills taught in NRN 11:

NRN-11B Nursing Learning Laboratory R

NRN-11C Nursing Learning Laboratory R

The following courses are being proposed as optional learning labs for students enrolled in NRN 12 who need remediation and/or additional practice with nursing skills taught in NRN 12:

NRN-12B Nursing Learning Laboratory R

NRN-12C Nursing Learning Laboratory R

The Nursing Curriculum is being updated to meet current standards of practice, Quality and Safety Education for Nurses (QSEN) Competencies, and the Institute of Medicine (IOM) recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum:

NRN-21 Acute Care and Chronic Illness II/Mental Health R

NRN-22 Integrated Care Across the Lifespan R

The following courses are being proposed as optional learning labs for students enrolled in NVN 52 who need remediation and/or additional practice with nursing skills taught in NVN 52:

NVN-52B Nursing Learning Laboratory R

NVN-52C Nursing Learning Laboratory R

The following courses are being proposed as open labs for students who need to practice or remediate their nursing skills:

NVN-62B Nursing Learning Laboratory R

NVN-62C Nursing Learning Laboratory R

| Title | College |
|-------|---------|
|-------|---------|

The following course provides a detailed foundation in the business of photography not available in our other Photography courses and is cross-listed with BUS-67:

| | | |
|--------|--------------------------------------|---|
| PHO-67 | Business Practices for Photographers | R |
|--------|--------------------------------------|---|

2. New Courses:

The following course is being proposed to cross-list with CAT/CIS-3:

| | | |
|-------|------------------------------------|-----|
| BUS-3 | Computer Applications for Business | MNR |
|-------|------------------------------------|-----|

The following courses are being proposed to cross list with existing ADJ courses as part of the new Justice Studies discipline:

| | | |
|--------|---|---|
| JUS-1 | Introduction to Administration of Justice | R |
| JUS-2 | Principles and Procedures of the Justice System | R |
| JUS-3 | Concepts of Criminal Law | R |
| JUS-4 | Legal Aspects of Evidence | R |
| JUS-5 | Community Relations | R |
| JUS-8 | Juvenile Law and Procedures | R |
| JUS-9 | Law in American Society | R |
| JUS-13 | Criminal Investigation | R |
| JUS-14 | Advanced Criminal Investigation | R |
| JUS-20 | Introduction to Corrections | R |
| JUS-25 | Introduction to Probation and Parole | R |
| JUS-30 | Introduction to Family Support Law | R |

3. Course Inclusions:

| | | |
|---------|---|---|
| ESL-90I | Special Topics in ESL: Punctuation Review | M |
| SOC-50 | Introduction to Social Research Methods | M |

4. Major Course Modifications:

The following courses are being modified to update student learning outcomes, course content, course materials and sample assignments:

| | | |
|--------|---|-----|
| ADJ-1 | Introduction to Administration of Justice | MNR |
| ADJ-2 | Principles and Procedures of the Justice System | MNR |
| ADJ-3 | Concepts of Criminal Law | MNR |
| ADJ-4 | Legal Aspects of Evidence | MNR |
| ADJ-5 | Community Relations | MNR |
| ADJ-8 | Juvenile Law and Procedures | NR |
| ADJ-9 | Law in American Society | NR |
| ADJ-13 | Criminal Investigation | MNR |
| ADJ-14 | Advanced Criminal Investigation | NR |
| ADJ-20 | Introduction to Corrections | NR |

| | Title | College |
|--------|--------------------------------------|----------------|
| ADJ-25 | Introduction to Probation and Parole | NR |
| ADJ-30 | Introduction to Family Support Law | NR |

The following course is being modified to update Student Learning outcomes (SLOs), course materials and sample assignments:

| | | |
|--------|-----------------------|---|
| AML-22 | American Deaf Culture | R |
|--------|-----------------------|---|

The following courses are being modified to cross list with the new BUS-3 course, as well as change the title from “Computer Applications for Working Professionals” and update the course description, Student Learning outcomes (SLOs), course content, methods of instruction (MOI), methods of evaluation (MOE), course materials and sample assignments” The above certificate is being modified to replace the requirements with the new courses to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice:

| | | |
|-------|------------------------------------|-----|
| CAT-3 | Computer Applications for Business | MNR |
| CIS-3 | Computer Applications for Business | MNR |

The following course is being modified to change the title from “Introduction to Microsoft Word for Windows” and update the course description, SLOs, course content, and course materials:

| | | |
|---------|----------------------|---|
| CIS-34A | Introduction to Word | R |
|---------|----------------------|---|

The following courses are being modified to add the prerequisite of the newly-approved course ENG-80:

| | | |
|---------|----------------------------|-----|
| ENG-1A | English Composition | MNR |
| ENG-1AH | Honors English Composition | MNR |

The following courses are being modified to update SLOs, course materials and sample assignments:

| | | |
|-------|--------------------------|-----|
| GEG-2 | Human Geography | MNR |
| GEG-3 | World Regional Geography | MNR |

The course below is being modified to update SLOs, course content, MOE, course materials, and sample assignments.

| | | |
|--------|-------------|-----|
| MUS-30 | Class Voice | MNR |
|--------|-------------|-----|

The following course is being modified to change the title from “Introduction to Digital Still Photography”; the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory, and update the course description, content, SLOs, MOI, MOE, course materials, and sample assignments:

| | | |
|--------|-------------------------------------|-----|
| PHO-20 | Introduction to Digital Photography | MNR |
|--------|-------------------------------------|-----|

The following course is being modified to update Student Learning outcomes (SLOs), course materials and sample assignments:

| | | |
|--------|-----------------------|---|
| SOC-22 | American Deaf Culture | R |
|--------|-----------------------|---|

| Title | College |
|-------|---------|
|-------|---------|

5. Course Deletions:

The following courses are being deleted due to lack of student interest and low enrollment:

| | | |
|--------|---|---|
| GIS-1 | Introduction to Geographic Information | N |
| GIS-5 | Cartography and Base Map Development | N |
| GIS-9 | Spatial Analysis with GIS | N |
| GIS-13 | GIS for Science, Business and Government | N |
| GIS-17 | Advanced GIS Applications | N |
| GIS-21 | Global Positioning System (GPS) | N |
| GIS-25 | Geographic Information Systems Internship | N |

6. New State-Approved Degree/Certificates:

| | |
|---|---|
| AS in Administration of Justice for Transfer-see attachment A | R |
| AS/CE in Business Administration- International Business Concentration-see attachment B | R |
| AA in English for Transfer –see attachment C | R |
| AS/CE Entrepreneurship-see attachment D | R |

7. Modification to State/Locally approved Certificate/Degrees:

The following degrees/certificates are being modified to update the requirements to meet the current needs of cosmetologists who own or manage businesses:

| | |
|---|---|
| Cosmetology - Entrepreneurship Concentration-see attachment E | R |
| Cosmetology - Supervision and Management Concentration - see attachment F | R |

The following certificate is being modified to replace the requirements with the new courses to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice:

| | |
|------------------------------------|---|
| Nursing Assistant-see attachment G | R |
|------------------------------------|---|

8. Certificate/Degree Deletions:

The following degree/certificate will be deleted from the Norco College program inventory. Regional industry needs can be met with the new Supply Chain Technology degree/certificate approved at the January 2012 BOT meeting:

| | |
|-------------------|---|
| Automated Systems | N |
|-------------------|---|

The following certificates and/or degrees will be deleted from the program inventory. Regional industry needs can be met with the new Digital Electronics degree/certificate approved at the January 2012 BOT meeting:

| | |
|--|---|
| Analog & Digital Microelectronics | N |
| Analog Electronics Technology | N |
| Analog Electronics, Analysis & Documentation | N |
| Digital Electronics Technology | N |
| Digital Technology & Documentation | N |
| Electronic Circuit Analysis | N |
| Electronic Communications | N |

| Title | College |
|---|---------|
| Electronics Computer Systems | N |
| Electronics Documentation | N |
| General Electronics Core | N |
| Microcomputer Technology | N |
| Microprocessor Technology | N |
| Wireless & Fiber - Optic Communications | N |
| These certificates are being deleted due to lack of student interest and low enrollment: | |
| Core Certificate in GIS Mapping | N |
| Geographic Information Systems | N |
| Due to changing partnership requirements with Toyota Corporation, this program will no longer be continued: | |
| Toyota T-Ten | R |

ATTACHMENT A
PROGRAM OUTLINE OF RECORD
NEW DEGREE/CERTIFICATE

Associate in Science Degree in Administration of Justice for Transfer

College: R

SHORT DESCRIPTION OF PROGRAM

This degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Administration of Justice. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Criminal Justice at CSU. With this degree the student will be prepared to enter the American Justice System as an entry level professional in numerous areas.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate an applicable knowledge of the many facets of the American Justice System and the interrelationship of functions among them.
- Demonstrate a working knowledge of the theory and practice of law enforcement, community policing, criminal law, judicial procedure, criminal investigation, and corrections within the American Justice System.
- Demonstrate the ability to interact with the public and members of the American Justice System in a manner to reflect professionalism in speaking, reading, writing, and the ability to compile, integrate, and disseminate diverse information.

Required Courses

| | | |
|-------|--|---|
| ADJ-1 | Introduction Administration of Justice | 3 |
| ADJ-3 | Concepts of Criminal Law | 3 |

List A: Choose 6 units from the following: Units

| | | |
|--------|--------------------------------|---|
| ADJ-2 | Principles of Justice System | 3 |
| ADJ-4 | Legal Aspects of Evidence | 3 |
| ADJ-5 | Community Relations | 3 |
| ADJ-8 | Juvenile Law & Procedures | 3 |
| ADJ-12 | Introduction to Criminalistics | 3 |
| ADJ-13 | Criminal Investigation | 3 |
| ADJ-20 | Introduction to Corrections | 3 |

List B: Choose a minimum of 6 units from the following: Units

| | | |
|--------|---|---|
| PSY-1 | General Psychology | 3 |
| SOC-1 | Introduction to Sociology | 3 |
| SOC-20 | Introduction To Criminology | 3 |
| SOC-50 | Introduction to Social Research Methods | 3 |

| | | |
|-------------------|--|----|
| Total Major Units | | 18 |
|-------------------|--|----|

Associate in Science for Transfer Degree

The Associate in Science in Administration of Justice 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)

ATTACHMENT B
PROGRAM OUTLINE OF RECORD
NEW DEGREE/CERTIFICATE

Business Administration-International Business

College: R

SHORTDESCRIPTION

This program will prepare students for entry and/or advancement in the general field of Business Administration. The International Business concentration will prepare students for post-community college education, provide knowledge in the International business subject to provide opportunities in the current job market and prepare workers to meet the expected growth locally in the demanding and fast growing industry.

PROGRAM LEARNING OUTCOMES

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

Business Administration Core Learning Outcomes

- 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.

International Business Concentration

- Become acquainted in the field of international business for businesses that work internationally.
- Apply knowledge and skills necessary for employment in the private or public sectors of the industry
- Perform work involving supervision, management, and operation within the international business industry.

| | | |
|---|--|--------------|
| <u>Business Administration Core Requirements (18 units):</u> | | Units |
| ACC-1A | Principles of Accounting I | 3 |
| BUS-10 | Intro to Business | 3 |
| BUS-18A | Business Law I | 3 |
| BUS-20 | Business Math | 3 |
| BUS-22 | Management Communications | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| International Business Concentration Requirements (12 units) | | Units |
| <u>Required Course (3 units)</u> | | |
| BUS40 | International Business - Principles | 3 |
| <u>Electives (Choose 9 units)</u> | | |
| BUS-30 | Entrepreneurship | 3 |
| BUS-43 | International Business - Marketing | 3 |
| BUS-46 | International Business-Introduction to Importing/Exporting | 3 |
| BUS-48 | International Management | 3 |
| Total Units 30 | | |

ATTACHMENT C
PROGRAM OUTLINE OF RECORD
NEW DEGREE/CERTIFICATE

Associate in Arts degree in English for Transfer

College: R

The Associate in Arts degree for Transfer (AA-T) in English is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the AA-T in English 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 AA-T in English 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:

1. Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
2. Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
3. Demonstrate an understanding of how cultural history informs and is informed by literature.

| <u>Required Courses (19 units)</u> | | <u>Units</u> |
|------------------------------------|-------------------------------|--------------|
| ENG-1B or 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):

| | | |
|--------|---|---|
| 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)

| | | |
|---|--|---|
| Any course from List A not already used | | |
| ENG-8 | Introduction to Mythology (same as Hum 8) | 3 |
| ENG-11 | Creative Writing | 3 |
| ENG-16 | Introduction to Language | 3 |
| ENG-44 | Poetry from the Twentieth Century to the Present | 3 |

LIST C Choose one course from the following (3 units)

| | | |
|---|--|---|
| Any course from List A and B not already used | | |
| ENG-9 | Introduction to Shakespeare | 3 |
| ENG-10 | Special Studies in Literature | 3 |
| ENG-12 | Special Studies in Creative Writing | 3 |
| ENG-13 | Introduction to Playwriting | 3 |
| ENG-18 | Survey of Native American Literature | 3 |
| ENG-20 | Survey of African American Literature | 3 |
| ENG-23 | The Bible as Literature (same as HUM 23) | 3 |
| ENG-25 | Latino Literature of the United States | 3 |
| ENG-26 | The Literature of Mysticism, Meditation, and Madness | 3 |
| ENG-30 | Children's Literature | 3 |

| | | |
|--------|---|---|
| ENG-35 | Images of Women in Literature | 3 |
| ENG-38 | Introduction to Screenwriting | 3 |
| ENG-39 | Screenwriting II | 3 |
| ENG-45 | Modern Drama | 3 |
| ENG-47 | Inlandia: Regional Writing about the Inland Empire | 3 |
| ENG-48 | Short Story and Novel from the Twentieth Century to the Present | 3 |
| ENG-49 | Introduction to the One-Hour Teleplay | 3 |

ATTACHMENT D
PROGRAM OUTLINE OF RECORD
NEW DEGREE/CERTIFICATE

Entrepreneurship

College: R

PROGRAM DESCRIPTION

This program prepares individuals to start and successfully operate their own business. The program focuses on the assessment of the market need, and the necessary skills for successful entry, operation and exit. Prepares individuals to develop an original business plan, a marketing plan and to evaluate their competitiveness in the market, and includes the initial analysis of a business idea to determine feasibility and start-up requirements. The program prepares individuals to perform the duties of planning, overseeing and directing business operations and employees as well as collecting, and analyzing data / information to identify potential product or service demand. Potential occupations include small business or franchise owner, economic developer, small business development specialist, or independent artist, trades worker, consultant, professional and contract outsource labor.

Program Learning Outcomes

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

- Develop a working business plan
- Develop a working marketing plan
- Perform pricing calculations and determine profit margins
- Identify market niche

| <u>Required Courses (12 units)</u> | | <u>Units</u> |
|------------------------------------|---|--------------|
| BUS-10 | Introduction to Business | 3 |
| MKT-20 | Principles of Marketing | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |
| CAT/CIS/BUS-3 | Computer Applications for Working Professionals | 3 |

Select another 12 units from the following at least one course from each cluster is required:

| | | |
|-------------|--|---|
| Cluster 1 | | |
| ACC/CAT- 55 | Applied Accounting / Bookkeeping | 3 |
| ACC-62 | Payroll Accounting | 3 |
| ACC-65 | Computerized Accounting | 3 |
| BUS-20 | Business Math | |
| Cluster 2 | | |
| BUS-18A | Business Law I | 3 |
| CAT-31 | Business Communications | 3 |
| MAG-47 | Applied Business and Management Ethics | 3 |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MAG/BUS-70 | Introduction to Organization Development | 3 |
| Cluster 3 | | |
| BUS-51 | Principles of E-Commerce | 3 |
| MKT-40 | Advertising | 3 |
| MKT-41 | Techniques of Selling | 3 |
| MKT-42 | Retail Management | 3 |

Associate of Science Degree

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

ATTACHMENT E
PROGRAM OUTLINE OF RECORD
MODIFICATION

**Cosmetology Business Administration
Entrepreneurial Concentration**

College: R

SHORT DESCRIPTION of PROGRAM

This program prepares the skilled cosmetologist to develop and operate their own cosmetology business. It will enable them to understand the market needs and how to adapt their business to the current trends. The program will enable students to establish pricing and marketing strategies to improve likelihood of business success. The student will be prepared to own and run an independent business in any of the fields related to cosmetology.

PROGRAM LEARNING OUTCOMES

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

- Develop a working business plan
- Develop a working marketing plan
- Perform pricing calculations and determine profit margins
- Identify market niche

Required Courses (21 units) Units

Major Core Requirements (9 units):

| | | |
|--------|--|---|
| BUS-10 | Introduction to Business | 3 |
| BUS-20 | Business Math | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |

Select another 12 units from the following:

| | | |
|--------|--|---|
| ACC-55 | Applied Accounting / Bookkeeping (Same as CAT 55) | 3 |
| ACC-62 | Payroll Accounting | 3 |
| ACC-65 | Computerized Accounting | 3 |
| ART-39 | Design and Graphics | 3 |
| CAT-3 | Computer Applications for Business Professionals (BUS/CIS 3) | 3 |
| CAT-30 | Business English | 3 |
| MKT-20 | Principles of Marketing | 3 |
| MKT-40 | Advertising | 3 |
| MKT-41 | Techniques of Selling | 3 |

Total Units: 21

ATTACHMENT F
PROGRAM OUTLINE OF RECORD
MODIFICATION

College: R

Cosmetology Business Administration Management and Supervision

SHORT DESCRIPTION of PROGRAM

This program prepares the student to supervise or manage a cosmetology salon with multiple employees. They will also be capable of hiring, training and motivating employees of a cosmetology business. They will also have the skills to evaluate customer needs and provide services to meet customer needs and expectations. They will be capable of operating their own business or manage the business for a salon owner.

PROGRAM LEARNING OUTCOMES

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

- Anticipate, identify and solve problems relative to supervising personnel.
- Apply human resource management principles in the successful operation of a business.
- Effectively describe customer needs and expectations.
- Effectively communicate in small work groups.

| | |
|------------------------------|-------|
| Required Courses (21 units) | Units |
|------------------------------|-------|

Major Core Requirements (9 units):

| | | |
|--------|--|---|
| BUS-10 | Introduction to Business | 3 |
| BUS-20 | Business Math | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |

Select another 12 units from the following:

| | | |
|------------|--|---|
| BUS-22 | Management Communication | 3 |
| BUS/MAG-47 | Applied Business and Management Ethics | 3 |
| CAT-3 | Computer Applications for Business Professionals (BUS/CIS 3) | 3 |
| MAG-44 | Principles of Management | 3 |
| or | | |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MAG-56 | Human Resources Management | 3 |
| MAG-70 | Introduction to Organization Development | 3 |
| MKT-42 | Retail Management | 3 |

Total Units: 21

ATTACHMENT G
PROGRAM OUTLINE OF RECORD
MODIFICATION

NURSING ASSISTANT CE584

College: R

Program Description

This program prepares individuals to perform routine nursing related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

The certificate program noted below is incorporated into the VN programs.

Certificate Program

Program Learning Outcomes

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

- Classify the basic human needs according to Maslow's hierarchy and apply the knowledge of these needs to the care of Level I patients (Middle, Older, and Very Old Adults).
- Describe the following eleven developmental psychosocial stages in the life cycle, according to Erikson/Newman and Newman.
- Assess the position of the patient from maximum health to death, according to the health-illness continuum.
- Demonstrate beginning critical thinking in using the nursing process with Level I patients' chronic health problems in various settings.
- Identify the three roles of the Associate Degree Nurse inherent within the outcome objectives of the nursing program.
- Demonstrate math/medication competency in calculations and drug dosages.
- Identify the competencies needed for a new graduate nurse in the current healthcare delivery system.
- Refer to the School of Nursing Associate Degree Nursing Program Level Objectives.

Required Courses (9.5-10 units) Units

| | | |
|----------------|--|-----|
| NRN-11 | Foundations of Nursing Practice Across the Lifespan | 9.5 |
| and NRN-11A | Nursing Learning Laboratory | .5 |
| or NVN-52 | Introductory Concepts of Vocational Nursing-Nursing Fundamentals | 9.5 |



Agenda Item (VIII-B-2)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Teaching and Learning (VIII-B-2) |
| Subject | Revised Mission Statement Riverside City College |
| College/District | Riverside |
| Funding | N/A |
| Recommended Action | It is recommended the Board of Trustees approve the revised mission statement for Riverside City College. |

Background Narrative:

Presented for the Board's review and consideration is the revised mission statement for Riverside City College. The current mission statement of Riverside City College was adopted by the Board of Trustees on August 17, 2010. Using its annual mission review process, the Institutional Effectiveness Leadership Council reviewed and recommended minor revisions to the college mission statement on April 19, 2012. These minor revisions in language were approved by the Academic Senate on March 5, 2012 and by the Strategic Planning Committee on May 3, 2012. The District Strategic Planning Committee reviewed the mission statement at its meeting on May 4, 2012.

Prepared By: Cynthia Azari, President, Riverside City College
Wolde-Ab Isaac, Vice President

Attachments:

[RCC 2012 Revised Mission Statement](#)

Recommendations for Revisions to Mission, Vision, and Values
Approved May 3, 2012, by RCC Strategic Planning Executive Council
Approved May 4, 2012, by District Strategic Planning Committee

Recommended Revisions to Mission Statement:

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

Recommended Revisions to Vision:

RCC actively continues to maintain its status as a premier learning institution nationally recognized for excellence in education, innovation, and service.

Recommended Revision to Values:

Learning Environment:

To create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel pride in achievement; to provide programs and support services that are responsive to student and community needs; to provide and maintain state-of-the-art equipment and ample supplies necessary for effective learning environments; to provide comfortable, functional, and aesthetically-pleasing facilities and grounds; and to actively support academic and social activities that take place both inside and outside the classroom.



Agenda Item (VIII-B-3)

Meeting 6/19/2012 - Regular

Agenda Item Committee - Teaching and Learning (VIII-B-3)

Subject Riverside City College Substantive Change Report on Distance Education

College/District Riverside

Funding

Recommended Action It is recommended the Board of Trustees approve Riverside City College's Substantive Change Report on Distance Education.

Background Narrative:

The Accrediting Commission for Community and Junior Colleges (ACCJC) expects accredited institutions to undertake change responsibly and to continue to meet the Eligibility Requirements, Accreditation Standards and Commission policies even as they make changes.

To meet this expectation Riverside City College has prepared a Substantive Change Proposal to report on the distance education courses that constitute 50% or more of a program, degree, or certificate, including general education requirements.

The proposal will be reviewed and acted upon by the Commission's Committee on Substantive Change, or the Commission as a whole.

Prepared By: Cynthia Azari, President, Riverside City College
Wolde-Ab Isaac, Vice President

Attachments:

[RCC Substantive Change Report on DE](#)

Substantive Change Proposal

Distance Education:

Addition of Courses that Constitute 50% or More of a Program



Riverside City College
4800 Magnolia
Riverside, California, 92506

Submitted April 23, 2012 by:

Wolde-Ab Isaac,
Vice President Academic Affairs
Accreditation Liaison Officer

Richard Mahon,
Professor of Humanities,
Chair, Curriculum Committee

To:
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools & Colleges

Review & Approval of the Substantive Change Proposal

Janet Green, President
Riverside Community College District
Board of Trustees

Cynthia E. Azari, Ed.D.
President, Riverside City College

Wolde-Ab Isaac, Ph.D.
Vice President, Academic Affairs *and*
Accreditation Liaison Officer

Lee Nelson, President
President, Academic Senate

Jennifer Lawson, Vice President
Classified School Employee Association

Joey Reynoso, President
Association Students of Riverside City College

Richard Mahon, Ph.D.
Professor of Humanities, Curriculum
Committee Chair and Lead Writer

Table of Contents

| | |
|---|----|
| Participant List | 4 |
| Description of the Proposed Change..... | 5 |
| Relation to the College’s Mission..... | 7 |
| Distance Education at Riverside City College..... | 8 |
| RCC’s Instructional Programs | 9 |
| Relationship of the Proposal to the Planning Process..... | 10 |
| Institutional Planning | 10 |
| Planning to Support Distance Education | 12 |
| Evidence of Appropriate Resources..... | 15 |
| Resources to Maintain and Improve Educational Quality | 15 |
| Student Support Services | 15 |
| Application, Orientation, Counseling | 15 |
| Access to Computers..... | 18 |
| Bookstore | 18 |
| Disabled Students Programs and Services (DSPS)..... | 18 |
| Financial Aid..... | 19 |
| Library..... | 19 |
| Evidence That The Institution Has Received Appropriate Approvals..... | 20 |
| Evidence that the Eligibility Requirement Will Be Fulfilled..... | 20 |
| Continued Compliance with the Accreditation Standards | 24 |
| Conclusion: The Future of Distance Education at RCC | 27 |
| Appendix A: Programs with 50% Or More of Course Available Online..... | 29 |
| Appendix B: Courses Approved as Fully Online or Hybrid Courses..... | 30 |
| Appendix C: 2008 Open Campus Fact Book..... | 38 |
| Appendix D: 2011 Open Campus Annual Update..... | 39 |
| Appendix E: Retention & Success, 2006-11..... | 44 |
| Appendix F: Open Campus Organization Chart..... | 50 |
| Appendix G: RCCD Open Campus Blackboard Online Academy | 51 |
| Appendix H: Organization Chart | 52 |

Participant List

The following Riverside City College staff members participated in the preparation of this Substantive Change proposal:

Wolde-Ab Isaac, Vice President, Academic Affairs; Accreditation Liaison Officer

Accreditation Steering Committee members:

Tom Allen, Associate Professor of English

Tim Brown, Professor of Reading

Ed Bush, Vice President of Student Services

Shelagh Camak, Executive Dean of Workforce Development & Student Support Services

Michelle Davila, Administrative Assistant Business Services

Richard Davin, Professor of Sociology

Norm Godin, Vice President of Business Services

Ginny Haguewood, Outreach Specialist

Richard Mahon, Professor of Humanities

Daniel Martinez, Associate Dean Institutional Research

Marilyn Martinez-Flores, Dean of Academic Support

Susan Mills, Professor of Mathematics

The following individuals also contributed to or reviewed the proposal:

Raj Bajaj, District Dean of Institutional Reporting

Glen Brady, Director of Distance Education/Open Campus

Brian Brautigam, Adaptive Technology Alternate Media Support Coordinator

Dave Dant, Instructional Support Specialist

Naomi Foley, District Instructional Support Coordinator

Bernie Fradkin, Dean of Technology & Learning Resources

Norm Godin, Vice President of Business Services

Jacque Lesch, Associate Professor of Library

Charlie Richard, Professor of Music; Chair of Academic Senate Online Advisory Committee

Jan Schall, Emerita Professor of Sociology

Sylvia Thomas, Associate Vice Chancellor, Educational Services

David Torres, District Dean of Institutional Research

Toni Van Buhler, District Instructional Support Coordinator

Ron Vito, Vice President of Career & Technical Education Programs

Description of the Proposed Change

Riverside City College (RCC) seeks the approval of the Accrediting Commission for Community and Junior Colleges for 28 degree programs and 39 certificates in which 50% or more of program requirements can be met via distance education (22 of the certificates are locally approved and 17 are approved by the Chancellor's Office).

Riverside Community College first offered distance education in 1982 in the form of Instructional Television. Online instruction (hybrid and fully online) was first offered at Riverside City College in the 1998-99 academic year and has grown gradually but steadily both as a result of student demand and faculty interest. By using alternative course delivery formats, Riverside City College has been better able to meet the needs of its diverse community of learners. As demands on students' time grow, distance education becomes a desirable option that provides flexibility and convenience. Distance education classes include a variety of media-based enhancements, pedagogical approaches, and instructional methods and techniques. These include, but are not limited to, online discussion boards, podcasts, and synchronous chat.

RCC leadership has become aware that the growth of online course offerings has been such that a number of existing academic programs have grown to the point where 50% or more of the required courses can be completed via online delivery. The college has therefore asked the chair of the Curriculum Committee to ascertain which programs now meet this threshold and prepare a Substantive Change Proposal detailing the programs which meet criteria 3.7.3 of the June 2011 edition of the *Substantive Change Manual*.

Although the college clearly meets the requirement to submit a proposal for a substantive change, it should be stated from the outset that distance education has grown at Riverside City College to better meet the needs of its existing student population, not to expand beyond its traditional service area.

Unless otherwise noted, information included in this document is current as of the conclusion of the fall 2011 semester and the 2011-12-college catalog. Finally, while the label "distance education" often refers to both hybrid and fully online courses, this report will emphasize aspects of the curriculum that are delivered wholly online, consistent with the Code of Federal Regulations §602.3.

This Substantive Change Proposal is submitted to the Accrediting Commission for Community and Junior Colleges (hereafter the Commission) for approval to offer the following Associate Degrees and Certificates through the distance education mode because 51% - 100% of the coursework can be taken online (see also Appendix A):

Associate in Arts Degrees

Administration and Information Systems
American Studies (Chancellor's Office approval pending)
Communication, Media, and Languages
Fine and Applied Arts
Film Studies
Humanities, Philosophy and Arts
Kinesiology, Health and Wellness
Social and Behavioral Studies

6 Riverside City College

Associate in Sciences Degrees

Math and Science

Associate in Arts Transfer Degrees (AAT, established pursuant to Senate Bill 1440)

Communication Studies

Early Childhood Education (state approval pending)

Sociology

Theater Arts (state approval pending)

Associate in Sciences Degrees (Career & Technical Education)

Administration of Justice

Business Administration/Banking & Finance

Business Administration/General Business

Business Administration/Management

Business Administration/Marketing

Business Administration/Insurance

Computer Applications & Office/Executive Office Management

Computer Information Systems/Computer Applications

Computer Information Systems/Computer Programming

Cosmetology/Business Administration—Entrepreneurial Concentration

Cosmetology/Business Administration—Management & Supervision

Early Childhood Education

Education Paraprofessional

Paralegal Studies

Retail Management/WAFC

Certificates

Administration of Justice

Administration of Justice/Victim Services Aide

Bank Operations

Business Administration/Banking & Finance

Business Administration/General Business Concentration

Business Administration/Management Concentration

Business Administration/Marketing Concentration

Business Administration/Insurance

Business Administration/International Business

Business Administration/Operations & Production Management

Computer Applications & Office Technology/Administrative Office Professional

Computer Applications & Office Technology/Executive Office Management

Computer Applications & Office Technology/Executive Office Professional

Computer Applications & Office Technology/Legal Administrative Professional

Computer Applications & Office Technology/Office Assistant

Computer Applications & Office Technology/Office Fast-Track

Computer Applications & Office Technology/Virtual Assistant

Computer Information Systems/C++ Programming

Computer Applications & Office Technology/CISCO Networking

Computer Applications & Office Technology/Computer Applications
Computer Applications & Office Technology/Computer Programming
Computer Applications & Office Technology/E-Commerce
Computer Applications & Office Technology/Java Programming
Computer Applications & Office Technology/Relational Database Management Tech
Computer Applications & Office Technology/Systems Development
Computer Applications & Office Technology/Webmaster
Cosmetology/Business Administration Entrepreneurial Concentration
Cosmetology/Business Administration Management & Supervision Concentration
Early Childhood Education
Early Childhood Education/Assistant Teacher
Early Childhood Education/Twelve Core Units
Early Childhood Education/Early Childhood Intervention Assistant
Education Paraprofessional
Retail Management

For a complete listing of all degrees and certificates, see Appendix A.

Relation to the College's Mission

As indicated above, the offering of courses via online delivery represents an important *extension* of the college's ability to fulfill its mission but not a change in kind. The college mission statement reads as follows:

Riverside City College provides a high-quality, affordable education, including comprehensive student services, student activities, and community programs, and empowers and supports a diverse community of learners as they work toward individual achievement and life-long learning. To help students achieve their goals, the College offers learning support services, pre-college and transferable courses, and career and technical programs leading to certificates or associate degrees. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. (Approved August 17, 2010)

While online courses are offered to meet each of the primary missions of California community colleges (transfer, vocational, and basic skills instruction, per California Education Code §66010.4), transferable courses constitute the majority of course sections offered online. Riverside City College helps “students achieve their goals” and “offers learning support services, pre-college and transferable courses, and career and technical programs leading to certificates or associate degrees” many of which are available through alternative delivery modes. Distance Education (DE) courses are among the first to fill each term during the registration period and the demand shows no sign of abating. In order to address this student need, the number of courses offered in DE format has increased each term, which enables students to complete more program, transfer, and degree requirements online.

Demographic growth was particularly acute in the early part of the past decade, with college enrollment growing in double digits annually for several years. Despite an academic schedule that was very full from before 8 a.m. until past 9 p.m., lack of classroom facilities meant that the col-

8 Riverside City College

lege could not have met demand without the coincidental simultaneous expansion of high quality online instruction.

The California Legislative's Analyst weighed in on this question and encouraged the thoughtful expansion of distance education opportunities in the October 2010 document, *The Master Plan at 50: Using Distance Education to Increase College Access and Efficiency*. The popularity of online courses has also allowed the faculty at RCC to maintain an unusually broad and deep curriculum in spite of the significant budget reduction California community colleges have faced in the past few years. A relatively specialized course which would meet a general education requirement for many students but be desirable as a major preparation course only for a few can more easily meet both needs by being delivered online.

Distance Education at Riverside City College

Founded in 1916, Riverside City College has a long history of pedagogical innovation and is a leader among California community colleges. Located in the heart of the Inland Empire, a region in California, which has seen explosive population growth over the past several years, Riverside City College has a long history of seeking to expand opportunities for access to higher education in its community. This is especially pressing since the Inland Empire has a college-going rate of 35.7%. While the district's college-going rate has increased over the past decade from 32.9 to 45.9% in 2009 (RCCD Fact Book, 2011), it still lags behind other urbanized regions in California.

RCC's interest in the use of technology to increase educational access expanded in 1982 when the college first began offering telecourses. These courses provided access to college coursework to any student with a television, and at their peak, telecourses were offered on three local television networks and enrolled approximately 1,500 students per semester. Telecourse offerings even allowed RCC to extend access to inmates at the Corona correctional facility, where inmates due to be released relatively sooner were able to begin or continue college education in order to develop the skills that would reduce the risk of recidivism. Telecourses continued to be offered for several years with some courses being converted to teleweb courses (with the broadcasting taking place over the Internet at the student's convenience rather than at predetermined times on television channels). Telewebs were finally discontinued in 2009, due to declining interest on the part of both faculty and students and the increased popularity and demand for online classes.

In March 1998, the college community reviewed "A Conceptual Brief for the Open Campus of Riverside Community College District," written by the then Director of Community Services, and the college president subsequently asked that individual to oversee the development of RCC's distance education program. Technology-enhanced learning at Riverside City College now includes a seamless mix of traditional face-to-face courses that are web-enhanced, hybrid courses (whereby the content is typically delivered half and half, face-to-face and online), and fully online courses.

From the very beginning of online instruction at RCC, the college has been proactive in ensuring the ability of faculty to teach effectively. In 1998, RCC offered the first "Online Academy," an intensive four-day training program that focused equally on pedagogy and building faculty members' technical skills. While the program appealed primarily to faculty interested in explor-

ing new ways of interacting with students, there was also a three-tier fiscal incentive attached to participation, via which faculty received a stipend for (1) completing the academy, (2) preparing a course to be offered online, and (3) successfully teaching that course.

Online instruction has grown steadily, from its modest beginning in 1999 when the college offered 7 online courses to 124 students to Fall 2011, when RCC offered 150 fully online sections of 83 different courses and 97 hybrid sections of 57 courses. These sections were taught by 95 faculty members (online and hybrid), serving a total head count of 6,584 with enrollment of 9202 seats, and equaling 932.74 FTES, yielding an apportionment of \$4,257,799.59 (the district's current apportionment amount is \$4,564.83 per FTES). While distance education enrollments account for 34% of the RCC headcount, they account for only 15.33% of FTES, suggesting that most distance education students are taking online courses as part of a program that includes on-campus classes.

RCC was slow to apply for substantive change approval for two reasons. First, the rapid but *incremental* growth of course offerings made it less than clear when the 50% threshold was crossed. And as it became clear that the college needed to address this area, progress was interrupted by being placed on Warning following the October 2008 follow-up visit, which lasted until the Commission restored the college to fully accredited status following the January 2010 Commission meeting. Since a sanctioned college *cannot* propose a substantive change, progress completing this report stalled.

By the close of the fall 2011 semester, the Riverside Community College District (which shares a substantial common curriculum), had approved over 320 courses to be offered as hybrid or fully online courses, and over a quarter of these are offered only at Riverside City College, the largest and most comprehensive college in the district. (See Appendix B for a complete list of courses approved through January 2012.)

RCC's Instructional Programs

Guided by counselors and student service professionals, RCC has generally avoided the proliferation of lower division "majors." The College has done so for a number of reasons. Chief among them is the concern that requiring students to complete 18 lower division units in a discipline (the minimum permitted by Title 5 regulations) seems unnecessarily restrictive when many four-year colleges require only six to nine units in lower division major preparation, especially in the humanities and social sciences. This concern is amplified by the fact that students transfer to a variety of institutions, and there is no guarantee that the courses required by RCC would match the lower division major requirements of the receiving institution, which vary by major from institution to institution.

The core academic program at RCC predates the founding of both the Commission and the Chancellor's Office. Currently there are seven areas of emphasis (none of which were part of the curriculum during the college's last comprehensive visit in fall 2007) which form the basis for the college's associate degrees. These programs are:

- Administration And Information Systems (Associate of Arts)
- Communication, Media, & Languages (Associate of Arts)
- Fine & Applied Arts (Associate of Arts)

10 Riverside City College

Humanities, Philosophy, & Arts (Associate of Arts)
Math & Science (Associate of Science)
Physical Education, Health & Wellness (Associate of Arts)
Social & Behavioral Studies (Associate of Arts)

Each program is constructed so as to require the student to choose an area of emphasis within the program (typically 9 of the minimum 18 units) while allowing the student to explore closely related fields. Each program includes faculty-developed Program Learning Outcomes (PLOs).

More recently, faculty have also begun developing new academic programs to comply with California Senate Bill 1440, with programs approved in Communication Studies and Sociology, and proposals in Early Childhood Education and Theater Arts pending Chancellor's Office approval.

Earning an associate degree at Riverside City College requires completion of the college's General Education pattern (27 units), a major (18 units minimum), and elective units to reach a total of 60 degree-applicable units. Many students can complete over 50% of the requirements for degrees (not programs) with general education and elective courses. Appendix A indicates which programs can be completed with 50% of the total program units via distance education. (Note that RCC allows double counting of a single course to meet both a GE and major requirement.)

It is important to conclude this section by emphasizing that the growth of distance education at Riverside City College has extended access and provided increased flexibility for students but has involved little change in the target population served by the College or the nature of the programs provided to the College's students. It is also worth noting that as the college has increased services to meet the needs of students enrolling in online sections, those enhanced services have made the college and its services more accessible to all students, and better enabled the college to exceed the expectations instantiated in the Commissions Standards.

Relationship of the Proposal to the Planning Process

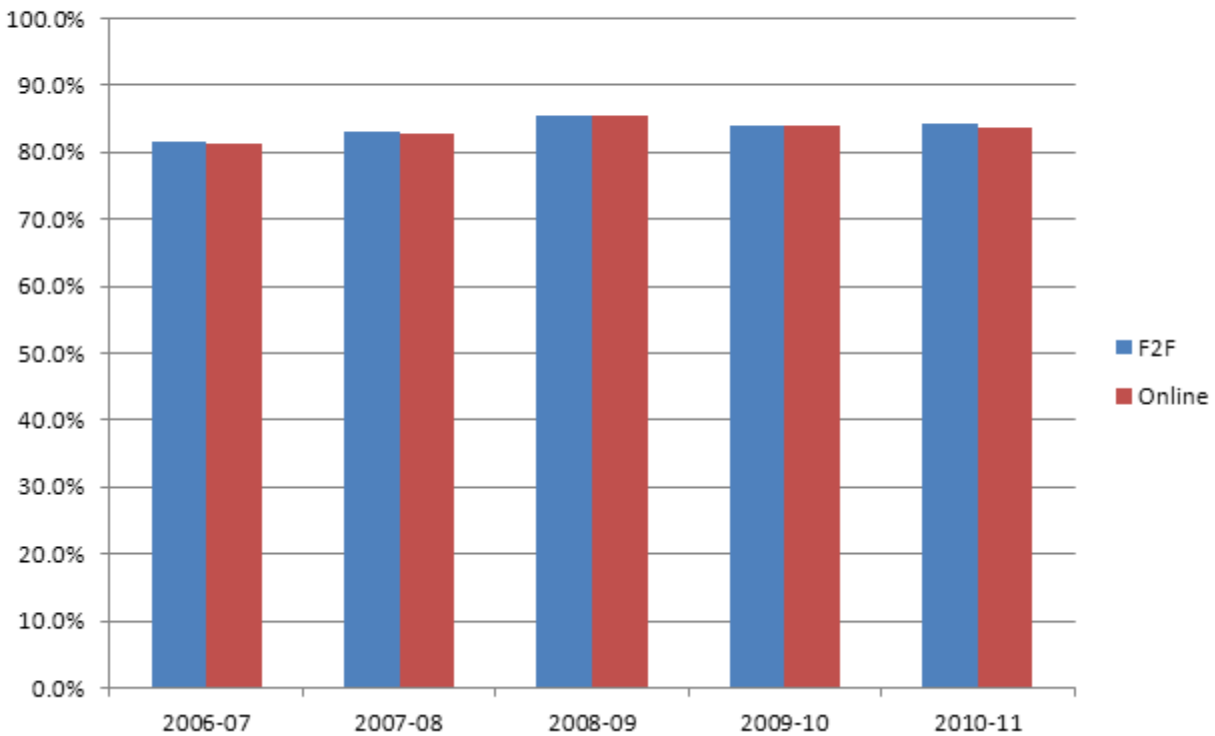
Institutional Planning

The growth of distance education at RCC has been "bottom up," with curricular initiatives originating in academic departments (there are 20 on campus) and supported reciprocally by expansion of services and resources necessary to support student success in online classes. Unit plans are prepared annually to fully inform the process of resource allocation. Conscious alignment between unit goals – whether administrative, student services, or instructional – and the college's mission has been enhanced.

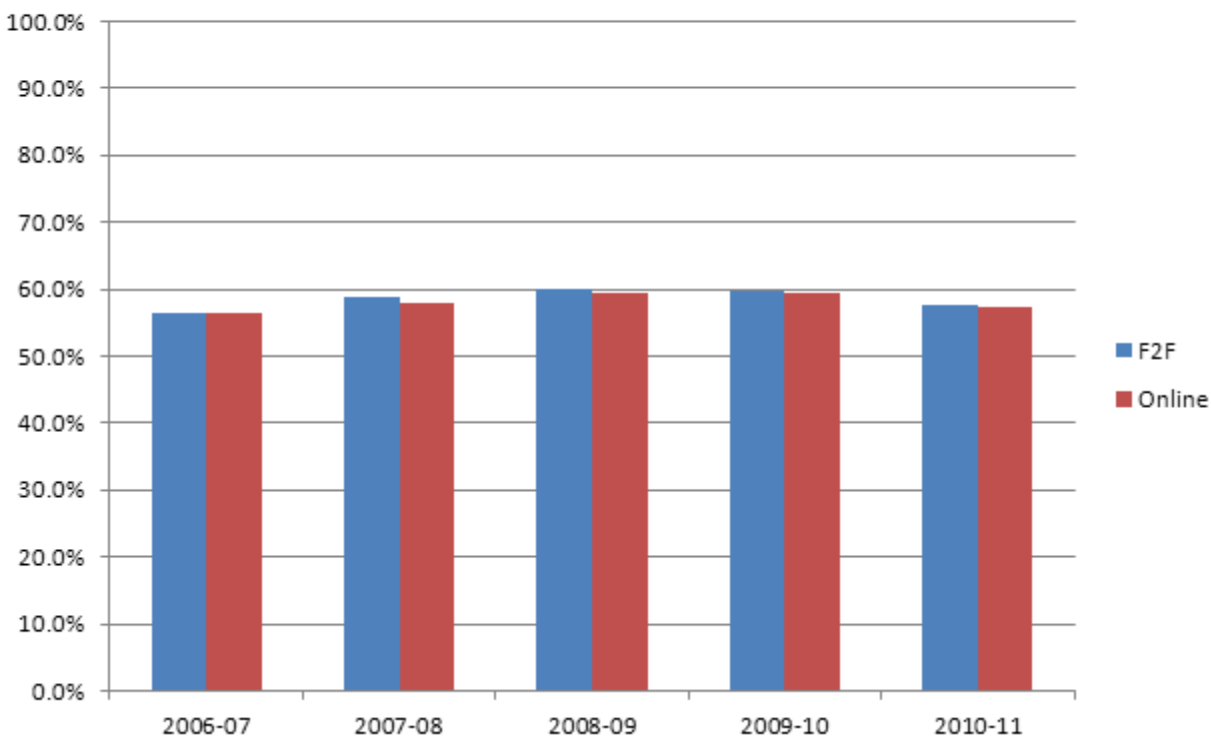
As the college approached the 10-year anniversary of its venture into online instruction, it prepared a *Fact Book* reviewing the progress made in distance education over the previous several years (see Appendix C). The Open Campus continues to provide an annual report on the progress of distance education at the college and throughout the district (See Appendix D for the Spring 2011 report), but the important work of evaluating the effectiveness of distance education is embedded in the data faculty and administrators review as part of both comprehensive (four-year) program review and annual unit plans.

Considerable attention has been given nationally to the achievement gap between face-to-face and distance education, with most experts observing a closing but persistent gap for retention and success rates. Appendix E provides a five-year summary (2006-11, fall and spring terms) for retention and success for all online courses offered at Riverside City College. That said, the overall achievement gap for both retention and success at the college overall is modest, as the following two charts illustrate:

Retention, Face-to-Face vs. Online, 2006-07 to 2010-11, RCC



Success, Face-to-Face vs. Online, 2006-07 to 2010-11, RCC



Planning to Support Distance Education

The offering of courses, programs, transfer patterns, and degrees in part through distance education modalities directly correlates to the college's mission to "help students achieve their goals." Further, it provides students with access to innovative and flexible learning opportunities. Planning for the scheduling and development of distance education courses is addressed in departments at the college level and at the discipline level district wide (most departments are multi-disciplinary). Distance education planning has from the beginning been fully integrated into department planning, program review, and budgeting.

Riverside City College has taken the need to integrate online instruction into planning processes in part because of the significant level of enrollment (with its attendant FTES-based revenue) generated by online courses. The number of courses that can be taken online has not significantly increased the college's costs.

In order to take full advantage of the economy of scale provided by the college's existence in a multi-college district, significant resources and integration of college-based planning efforts take place through the Open Campus, the Riverside Community College District Educational Services office which serves the distance education needs of all three colleges in the district. The organizational chart of the Open Campus is shown in Appendix F. The Open Campus is currently staffed with a full time director and three full time support staff who provide mediation between faculty and Blackboard, the vendor which currently provides the Learning Management Software

(LMS) environment within which technology enhanced and online instruction takes place. In addition, the Open Campus includes a half-time support staff member.

FTES revenue generated by online enrollments make a significant contribution to the district's general fund, which in turn provides the resources needed to schedule an increasing number of distance education courses. Additionally, the Riverside Community College District's Open Campus is responsible for all non-instructional aspects of online and distance education at the college and district levels, including:

- Online, hybrid and web-enhanced course set-up and maintenance; upgrades and training; back-up and implementation in conjunction with the host provider (Blackboard)
- Online support training including use of web page publishing software, streaming media software, and peripherals via one-on-one training; FLEX workshops; and Online Blackboard Academy
- Maintenance of servers and software licenses for online-related instruction.

The Open Campus provides online training for instructors through the Online Blackboard Academy, which is offered on a monthly basis. Faculty mentors are available to assist faculty who are new to online teaching and to assist other faculty with distance education instructional issues.

The Open Campus also provides support for many other software applications, such as Excel, PowerPoint, Camtasia, and a wide variety of software applications that support the instructor in and out of the classroom. A 24/7 Help Desk, Presidium, is available to assist both faculty and students with technical support. Student and faculty resources are available through links on the Open Campus home page, www.OpenCampus.com.

Perhaps the best way to convey the thoughtfulness of the planning process that has guided distance education at RCC is to describe the migration from Web CT to Blackboard. The Riverside Community College District adopted Web CT in 1998 as the Learning Management System to be used when online instruction began at the college (which was still a single college district). Subsequently, Web CT was purchased by Blackboard, which continued to support Web CT for existing clients, while indicating that it would terminate support after 2013. RCC began exploring alternatives well ahead of that deadline. Relying on the expertise of faculty in an Academic Senate *ad hoc* Distance Education committee (subsequently made a standing committee in fall 2011), faculty began considering alternatives to Web CT in the 2009-10 academic year. Several different vendors were invited to demonstrate their products, and those judged worthy of closer evaluation were asked to provide a sandbox environment in which faculty members could interact with the actual software on their own. In summer 2010, a few faculties taught courses in Blackboard 9.0 and judged it potentially viable, but not ready to meet the needs of RCC students. In the 2010-11 academic year, Blackboard announced the availability of version 9.1, which faculty again piloted, in this case concluding that it provided the most appealing future home for RCC's technology enhanced and online course offerings. All of these discussions included faculty, members of the Open Campus staff, and staff from Information Services to ensure that Blackboard would be fully compatible with Datatel, the district's enterprise student service software. The faculty committee recommended a transition from Web CT to Blackboard 9.1, a rec-

14 Riverside City College

ommendation which was forwarded by the Open Campus, through the chancellor, to the Board of Trustees, which supported the recommendation.

The Open Campus provides the support and facilitation of all distance education offerings for Riverside City College. The current learning management system being used is Blackboard (Bb) 9.1. The LMS is fully supported through a contractual agreement. The Open Campus staff handles all technical problems relative to the LMS and delivery of courses. All course materials are password protected and compliant with Section 508 of the *Rehabilitation Act of 1973* and with the Americans with Disabilities Act (ADA). Staff in the Office of Disabled Student Programs & Services provides assistance to faculty in making all DE offerings 508 compliant and is included in the curriculum approval process for all new DE proposals.

Training for faculty teaching either hybrid or fully online courses is provided by the Open Campus, and completion of training is required before faculty are assigned to teach a hybrid or online course. Appendix G summarizes the activities that must be completed in the training program for faculty to teach via distance education.

The intended improvement for Riverside City College in developing and expanding the offering of distance education courses is that it provides the college with the capacity to serve students with greater flexibility. Distance education provides improved accessibility for those with family responsibilities, such as parents with young children at home, or those whose work schedules conflict with the time when courses they need are available. This flexibility attracts more students and gives the College the ability to serve more students without requiring additional facilities. Another benefit students report is that they can revisit course content as necessary for better understanding. Students also report more student-teacher interaction as they use email to correspond about their courses. On campus, the offering of hybrid and fully online courses increases the capacity of the college to offer more sections “on ground” and to serve more traditional students by freeing up classroom space.

At its heart, distance education is a component of the curriculum of the college, which is primarily subject to faculty authority, consistent with Commission standard IV.A.2.b. All Riverside City College courses and programs are developed and approved following the Academic Senate approved curriculum process. All course outlines of record are reviewed and updated as appropriate as a part of Instructional Program Review, which occurs every four years. Instructional department Unit Plans are updated annually to inform and guide the planning and budget process. Course and program development and revision are completed by faculty with discipline and department approval, college administrative review and Board of Trustees approval.

The Curriculum Committee reviews and approves new courses and programs and changes to existing courses and programs and makes recommendations to the Board of Trustees. The Curriculum Committee has a process for separate approval for all courses offered through distance education (regardless of the percentage of instruction which takes place at a distance) which includes the requirement that faculty members provide a clear rationale for delivering the class through hybrid or online delivery as well as an explanation of how regular effective contact will be provided (as required by Title 5 §55204). The Curriculum Committee uses CurricUNET, an online curriculum management database and approval work flow that ensures that all individuals with expertise regarding distance education proposals are able to comment on proposed courses as they make their way toward Curriculum Committee review and potential approval.

Transferable courses are proposed through the articulation process for approval for IGETC (Intersegmental General Education Transfer Credit), California State University Breadth, and University of California Transfer Credit Approval (CSU-TCA).

Evidence of Appropriate Resources

Resources to Maintain and Improve Educational Quality

As is acknowledged by many experts on Distance Education, online instruction allows more efficient use of human, physical, technology, and fiscal resources. The following examples indicate how the development of online instruction at Riverside City College has prompted dialog and action that have improved the educational environment beyond online instruction.

The need to ensure the academic integrity of the educational process has prompted faculty to explore tools that could help ensure that the student receiving credit for classes is in fact the student doing the work. The faculty in mathematics insists on proctored exams for classes that are otherwise fully online. The college has invested in Respondus, software which “locks” the student’s browser application to prevent students from searching the Internet for information while they are taking online quizzes. The college has invested in TurnInIt, the best-known tool for maintaining the integrity of essay writing, and this tool is used widely in both face-to-face and online courses.

California regulation makes it difficult to establish prerequisites based on mode of delivery (online versus face-to-face), but in order to help students self-assess whether they are ready to succeed in an online class, the college developed an online tutorial that guides students through a presentation on the kinds of online skills they will need to be successful in online classes, including the use of email, attaching files to email messages, Internet searches, and use of discussion boards and chat rooms.

Finally, as indicated earlier, the college has fully transitioned to Blackboard 9.1, and to support this transition the district has provided funding for several Faculty Mentors, who advise their peers on the issues that arise as faculty convert their classes from one LMS to another. The college has augmented the support of distance education faculty by providing a .2FTE (108 hours) of reassigned time to the Chair of the Online Advisory Committee to assist with Bb 9.1 migration issues.

Student Support Services

While the digital divide is not as great as it once was, Riverside City College is still very aware that students have disparate access to the resources necessary to be successful in the online environment. What follows is a selective summary of some of the primary services available to support the success of students taking online courses. It should be reiterated that many of the services described here use technology to benefit all students, not just those enrolled in online sections.

Application, Orientation, Counseling

Riverside City College makes use of a fully online application process, which allows prospective students to provide all the necessary information for their application without making a vis-

it to the campus.

Assessment and counseling are available for all current and prospective Riverside City College students through the college's Assessment and Counseling Departments. These offices provide assessment testing, counseling, and advising to students enrolled in both online and on campus classes. The e-Orientations and e-Appointment services (e-SARS web appointment services) can be utilized online. The e-Appointment service allows students to schedule a meeting online to see a counselor in person. The online counseling component allows students enrolled in an online course to receive academic advisement online.

The Scheduling and Report System (SARS) contacts students through phone or email to remind them of an upcoming appointment. During a counseling appointment, students receive educational, career, and personal counseling as it pertains to their academic success. The Counseling website is helpful to online students by providing information on counseling appointments, the matriculation process, orientations, success workshops, and prerequisite information. Individual appointments, group workshops, online counseling, and frequently asked questions (FAQs) are all available to current and prospective Riverside City College students through this service.

The following table illustrates demand and utilization both for online counseling services as well as student utilization of self-scheduled counseling appointment on campus. Because many RCC students take online courses as part of an academic schedule that includes face-to-face classes, demand for on-campus counseling appointments exceed demand for online counseling sessions, though demand for the latter is growing.

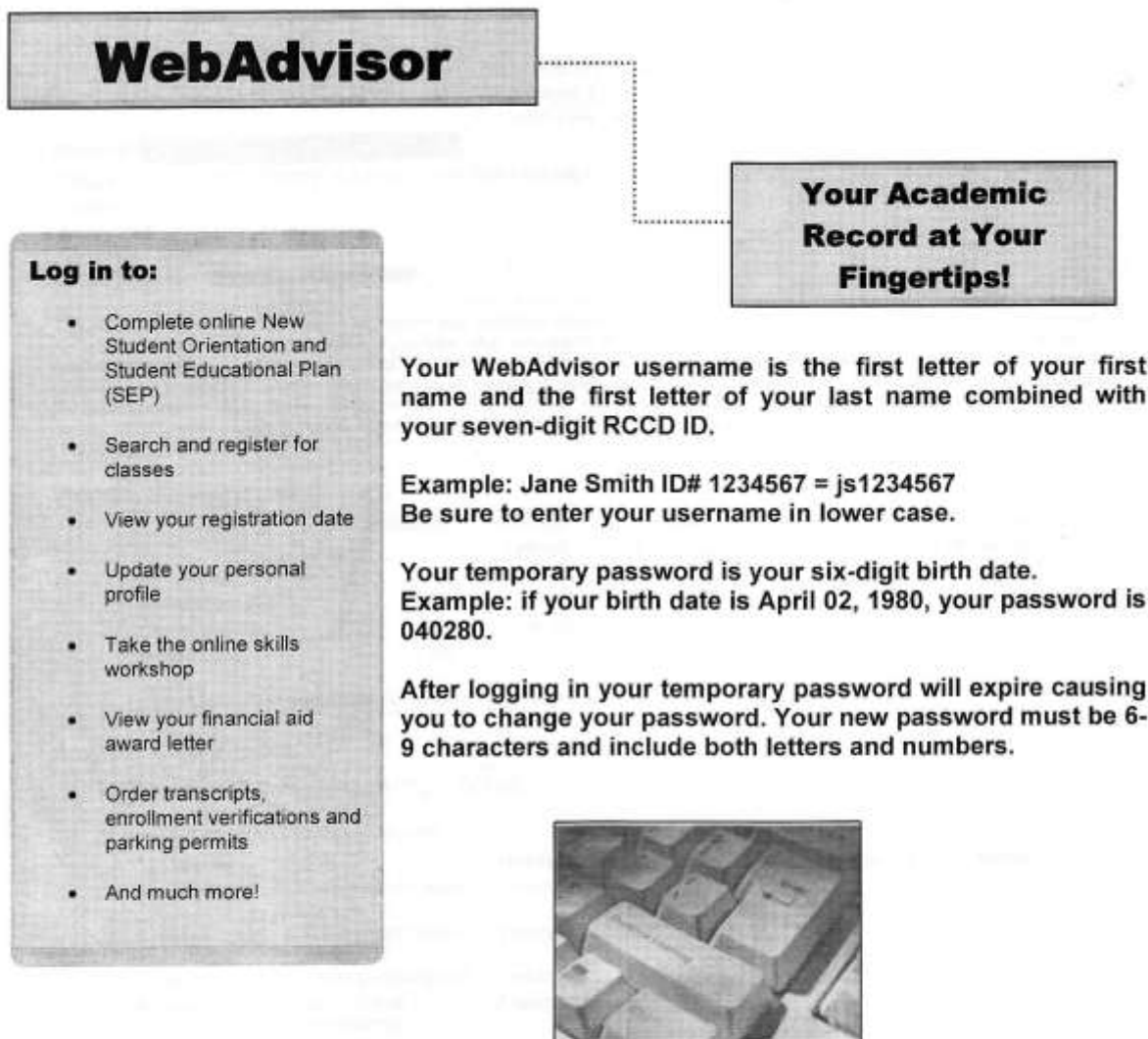
| | Appointments Requested | Appointments Scheduled | Students arrived as scheduled | Show Rate | Students did <i>not</i> arrive as scheduled |
|---|------------------------|------------------------|-------------------------------|-----------|---|
| 2011-12, Online Counseling Appointments | | | | | |
| Spring 2012 (partial) | 320 | 238 | 113 | 47% | 125 |
| Fall 2011 | 266 | 252 | 118 | 47% | 134 |
| 2011, In Person Counseling with Student-scheduled appointments | | | | | |
| Spring 2011 | 963 | (all) | | 82% | 175 |
| Fall 2011 | 1,097 | (all) | | 79% | 234 |

In addition, all students have access through Datatel/WebAdvisor to "Academic Review." This program allows students to designate an RCC-approved program objective and receive back a list of all courses the students still needs to take to complete the program. While the database can only reflect courses taken at RCC, it is a big step toward providing degree audit system to all RCC students.

Once students have been properly assessed and advised, they are able to enroll in classes. Students in designated categories (e.g., students with disabilities, student athletes, veterans) are provided priority registration ahead of continuing students. The college provides staggered access to enrollment, with those students with the most units completed having the earliest opportunity

to enroll in classes. Online classes are in high demand and, thus, fill to capacity quickly. Online offerings at RCC tend to be used by continuing students who are taking a combination of face-to-face classes and distance education offerings.

The following screen shot depicts the WebAdvisor Welcome Screen and indicates some of the services available not just to online students, but to all RCC students:



The screenshot shows the WebAdvisor interface. At the top left, a box labeled "WebAdvisor" is connected by a dotted line to a box on the right labeled "Your Academic Record at Your Fingertips!". Below the "WebAdvisor" box is a "Log in to:" section with a list of services. To the right of this list are instructions on how to create a username and password, including an example and a note about password expiration. At the bottom right of the screenshot is a small image of a computer keyboard.

WebAdvisor

Your Academic Record at Your Fingertips!

Log in to:


- Complete online New Student Orientation and Student Educational Plan (SEP)
- Search and register for classes
- View your registration date
- Update your personal profile
- Take the online skills workshop
- View your financial aid award letter
- Order transcripts, enrollment verifications and parking permits
- And much more!

Your WebAdvisor username is the first letter of your first name and the first letter of your last name combined with your seven-digit RCCD ID.

Example: Jane Smith ID# 1234567 = js1234567
Be sure to enter your username in lower case.

Your temporary password is your six-digit birth date.
Example: if your birth date is April 02, 1980, your password is 040280.

After logging in your temporary password will expire causing you to change your password. Your new password must be 6-9 characters and include both letters and numbers.



Need Help?

- **Click on Log-in tutorial on the WebAdvisor menu;**
- **See Log-in Help to retrieve your username & to reset your password;**
- **You may also click on FAQ for additional information;**
- **Email: studenttechhelp@rcc.edu
admissionsmorenovalley@rcc.edu
admissions@norcccollege.edu
admissionsriverside@rcc.edu**

Access to Computers

Online students wishing to do some or all of their work while on campus have access to student computer labs in any one of the various learning labs on campus that have computers. Additionally, computers for student use are available in the Library.

| Location | Computers Available |
|--|----------------------------|
| Business Education Building | |
| BE-100 | 40 |
| BE-104 | 36 |
| BE-200 | 35 |
| BE-204 | 35 |
| BE-208 | 36 |
| MLK Teaching & Learning Center: | |
| Writing Center | 151 |
| CIS Lab | 54 |
| World Languages Lab | 39 |
| Nursing | 66 |
| CISCO Networking Lab | 27 |
| Engineering & Programming Lab | 27 |
| MLK 308 | 20 |
| MLK 305 | 41 |
| Digital Library & Learning Center | 430 |
| | |
| Total: | 1,038 |

Bookstore

The Barnes & Noble bookstores at RCCD colleges offer a free service that allows students to order their textbooks at the same time they register for classes. Once a student has registered for classes online, he/she can click on the textbooks link to view the list of textbooks they'll need for next term's courses. Students can then select the books they want, the format they prefer (new, used, rental, or digital), the method of delivery (pick up at bookstore or shipped), and their preferred method(s) of payment. Book orders are ready for pick up or delivery approximately two weeks before classes begin. There is no charge for using this service, although shipping fees apply for those students who choose to have their books delivered.

Disabled Students Programs and Services (DSPS)

All courses and services offered in a distance education format are Section 508 and ADA compliant. Courses that are newly proposed to be offered via distance education or that use technology as a method of instruction are reviewed by the Adaptive Technology Alternate Media Support Coordinator prior to being reviewed by the college Curriculum Committee. The Riverside City College Curriculum Committee ensures accessibility and Section 508 /ADA compliance standards. Courses proposed to be taught via distance education courses are separately approved for mode of delivery. The College's institutional websites and the Open Campus website are also 508 and ADA compliant. Riverside City College currently offers services to distance education students with a disability through a combination of email, U.S. Mail, video relay, and telephone.

Financial Aid

Riverside City College provides extensive financial aid information online via the college website, including application and eligibility requirements, important deadline dates, and specific information on federal and state financial aid programs. Financial Aid resources are available online, including important websites, forms, and publications. The Financial Aid Office information, location, office hours, and an online contact form to speak to the staff are also available. Applications and forms are also available in Braille, large print, and Spanish.

Library

The library has an extensive web presence to support distance education learning. The library website serves as a portal to information resources such as books, periodicals, and Internet resources. Online access to electronic books is available. Students and faculty have access to over one dozen online databases, including the EBSCO CA Premiere Package, America's Newspapers, and Congressional Quarterly Weekly. The following chart lists the databases to which the RCC library subscribes.

| | | |
|--|---|---|
| Academic Search Premier | ERIC | Oxford Art Online |
| Alt Health Watch | European Views of the America's: 1493 to 1750 | Oxford Music Online |
| American Film Scripts Online | Film & Television Literature Index with Full Text | Press Enterprise |
| America: History and Life with Full Text | Funk and Wagnall's New World Encyclopedia | Primary Search |
| American History Online | Gale Virtual Reference Library | ProQuest National Newspapers Core |
| American Journal of Nursing | GreenFILE | Professional Development Collection |
| America's Newspapers | Health Source - Consumer Edition | Psychology & Behavioral Sciences Collection |
| Auto Repair Reference Center | Health Source - Nursing/Academic Edition | Readers Guide Retrospective |
| Biography in Context | Humanities International Complete | ReferenceUSA |
| Book Index with Reviews | INTELECOM | Regional Business News |
| Business Source Elite | Library, Information Science & Technology Abstracts | Religion and Philosophy Collection |
| Business Source Premier | Literary Reference Center | Science |
| CINAHL | Magill's Medical Guide | Serial Solutions |
| Columbia Granger's World of Poetry | MAS Ultra - School | SIRS Issues Researcher |
| Consumer Health Complete | MasterFILE Premier | Sixties in America |
| Country Watch | MEDLINE | SPORTDiscus with Full Text |
| CQ Researcher | Military & Government Collection | Vocational and Career Collection |
| CRC Handbook of Chemistry and Physics | Newspaper Source | Westlaw Campus Research |
| CRCnetBASE: Forensics & Criminal Justice | Newspaper Source Plus | Witkin Library |
| Critical Survey of Poetry | NoodleTools | World Book Complete Suite |
| Dictionary of Literary Biography | Nursing Education in Video | World News Digest |
| EBSCO eBooks | OED | |
| Ecology | Opposing Viewpoints in Context | |

Evidence That The Institution Has Received Appropriate Approvals

All courses which deliver any portion of class in an online mode are separately reviewed and approved by the college Curriculum Committee, whose approval constitutes a recommendation to the Board of Trustees. No new courses are offered until the state Chancellor's Office has approved the course and has assigned an inventory code that provides the mechanism for the college to receive apportionment.

Given increased attention by the Department of Education to the Credit Hour, it should be noted that hybrid and online courses are taught in conformity with the same course outline as face-to-face classes, and all Riverside City College course outlines include expected student learning outcomes, topics to be covered, the methods of instruction and evaluation to be used, sample assignments, and a list of text books/resources.

The college complies with all Title 5 regulations which focus on distance education, including:

| | |
|-------|--|
| 55200 | Provides definitions for distance education |
| 55202 | Requires quality standards not be compromised in distance education |
| 55204 | Requires "regular effective contact" when a portion of instruction is provided through distance education |
| 55206 | Requires separate course approval if any portion of a course is intended to be provided via distance education |
| 55208 | Address principles for selection of faculty and number of students to be enrolled in individual sections taught via distance education |
| 55210 | Addresses reporting requirement for courses taught as a distance |

Evidence that the Eligibility Requirement Will Be Fulfilled

1. Authority

Riverside City College is the senior college in the Riverside Community College District and is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office.

2. Mission

The college's mission statement was last reviewed and approved by the Board of Trustees on August 17, 2010. The college has a regular cycle for review and, when necessary, updating the college's mission statement. The college views the offering of distance education courses and

programs as an extension of its longstanding mission to the Riverside and Inland Empire communities and not a novel or short term initiative.

3. Governing Board

Riverside City College is one of three accredited colleges in the Riverside Community College District. A publicly elected five-member Board of Trustees, joined by a non-voting student trustee, governs the district. Members are elected for four-year terms, and these terms are staggered to ensure continuity. The Board members have no employment or personal financial interest in the institution. The Board holds monthly meetings open to the public with notices and agendas widely posted in advance. The board has recently decided to conduct the election of the trustees by district rather than at large.

4. Chief Executive Officer

The Riverside City College President is recommended for appointment by the District Chancellor and approved by the Board of Trustees. Dr. Cynthia Azari, President and CEO of the Riverside City College reports directly to the District Chancellor. The Chancellor is appointed by and reports to the Board of Trustees.

5. Administrative Capacity

Riverside City College administration is adequate in number, experience and qualifications to provide the appropriate administrative oversight necessary to support the new college's mission and purpose. Four vice presidents and six deans support the President with authority over units within the college. A Riverside City College organizational chart is included in Appendix H.

6. Operational Status

Riverside City College has been operational since it opened its doors in 1916. It is one of the oldest and most mature community colleges in California, offering an unusually diverse complement of associate degrees, transfer courses, dozens of established and successful Career and Technical Education programs, and substantial basic skills course offerings.

7. Degrees

To meet its stated mission, Riverside City College offers Associate of Arts and Associate of Science degrees and a variety of certificates, primarily in transfer programs, business, management, early childhood education and technology fields. The 2011-12 catalogs reflects six Associate of Arts areas of emphasis, two Associate of Arts programs in compliance with SB1440, one academic Associate of Science degree, and thirty-nine Associate of Science CTE programs. Several of these programs—though *not* the courses which comprise them—are new since the 2007 comprehensive visit and represent a repackaging of existing courses into certificate programs, some of which lead to degrees

8. Educational Programs

Riverside City College's degree programs are congruent with the college's mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations Title 5 curriculum requirements and, when combined with the general education component, represent two years of full-time academic work. Course outlines in both degree credit and non-degree credit courses include established student learning outcomes, which students

achieve through class content, assignments, and activities, and all course outlines are subject to periodic, rigorous program review. Riverside City College also offers 73 state-approved career/technical certificates.

Distance Education course offerings at Riverside City College make it easier for students to complete many of the certificate and degree programs offered by the college, since they can combine face-to-face, hybrid, and online courses in a way that provides greater flexibility in light of students' employment, family, transportation, and other non-academic obligations. These courses contribute to the college's curriculum in basic skills, career and technical education, and prepare students for transfer to baccalaureate institutions. The college is committed to maintaining this flexibility for students.

9. Academic Credit

Riverside City College awards academic credit based on accepted practices of California community colleges under the California Code of Regulations, Title 5, §55002.5. Detailed information about academic credit is published annually in the college catalog. Academic credit for online courses is awarded the same as for face-to-face courses.

10. Student Learning and Achievement

Board-approved institutional General Education Student Learning Outcomes (SLOs) have been published in the college catalog beginning with the 2007-08 edition. Additionally, program-level Student Learning Outcomes have been adopted for all Riverside City College career/technical programs and for the seven areas of emphasis offered by the college. Course outlines of record contain appropriate course-level SLOs integrated with methods of instruction and evaluation; course SLOs are also linked to institutional General Education Student Learning Outcomes. Course-level SLOs are achieved and assessed by a variety of methods; instructors of all courses offered are actively engaged in SLO assessment. Coordinated by department and discipline faculty and by administrators, every course, regardless of its location and delivery system, must follow the course outline of record. Finally, in fall 2012, the Academic Senate revised the structure of the college Assessment Committee so that every academic department currently has a representative on the committee.

11. General Education

All degree programs require a minimum of 27 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution's general education program is scrutinized for rigor and quality by the Academic Senate, the Matriculation Council, the Curriculum Committee, and appropriate constituencies.

12. Academic Freedom

Riverside City College supports academic freedom; faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Policy 4030 endorsing the American Association of University Professors (AAUP) Statement on Academic Freedom. The institution prides itself on offering an open, inquiring, yet respectful and transparent educational experience, evidencing our commitment to intellectual freedom and independence of thought.

13. Faculty

In fall 2011, Riverside City College employed 216 full-time faculty and 404 adjunct faculty. All faculty must meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in Title 5 of the California Code of Regulations. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty *Collective Bargaining Agreement* and the *Faculty Handbook*. These responsibilities are entrusted primarily to full-time faculty and include participation in curriculum, program review, the development of student learning outcomes, and assessment of student learning.

14. Student Services

Riverside City College prides itself on strong student services programs, providing a comprehensive array of services for all its students, as well as support services for those students requiring preparation for college-level work. Each department works to support the mission of the college and the academic success of our students. As indicated previously, the college has seen the expansion of a wide range of services via communications technology, available through the district's WebAdvisor system that supports the success of all students, not only those enrolled in distance education courses. Students are able to access information, forms, and services through links provided on through the college's home page.

15. Admissions

Riverside City College has adopted and adheres to admissions policies consistent with its mission as a public California community college and in compliance with Title 5 of the California Code of Regulations. Student admission supports the Riverside City College mission statement and ensures that all students are appropriately qualified for the program and course offerings. Information about admissions requirements is available in the college catalog, the Schedule of Classes, and on the college website. Students are encouraged to apply online (paper applications are also accepted).

16. Information and Learning Resources

Riverside City College provides long- and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students. The library is staffed to assist students in the use of college resources. Internet access and online computer search capabilities are available without charge to students in the library, student support programs, and in computer labs. The institution is committed to enhancing its learning resources, regardless of location or delivery method.

17. Financial Resources

Riverside City College, through the Riverside Community College District, has a publicly documented funding base that is reviewed and revised annually. The college participates vigorously and collegially in the Riverside Community College District Budget Advisory Committee to ensure that all fiscal resources are used as effectively as possible. Despite severe budgetary challenges, the district began the 2011-12 fiscal year with a 5% reserve of \$8.04 million.

18. Financial Accountability

The Riverside Community College District regularly undergoes and makes publicly available an annual external financial audit for the district and its educational centers by a contracted certified

public accountant. The audit is conducted in accordance with the standards contained in Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis. The Vice President of Business Services supports appropriate and effective utilization of the Riverside City College budget.

19. Institutional Planning and Evaluation

Riverside City College has an established institutional strategic planning process and works with the Riverside Community College District to provide planning for the development of the college, including integrating plans for academic personnel, learning resources, student services, facilities, and financial development, as well as procedures for program review, assessment, and institutional improvement. For purposes of clarity, the college revised its existing strategic planning process in the 2009-10 academic year to better distinguish operational and strategic planning. The college and district systematically evaluate how well and in what ways Riverside City College is accomplishing its purpose, including assessment of student learning and documentation of institutional effectiveness.

20. Public Information

The Riverside Community College District publishes a separate catalog for each of its three colleges and a single schedule of classes that contains separate listings of classes offered on each college and off-campus center. (There are no centers at which 50% or more of a program can be completed.) These documents, along with multiple district and college websites and other appropriate publications, publicize accurate and current information about the institution that announces its mission and goals; admission requirements and procedures; academic calendar and program length; rules and regulations affecting students, programs and courses; degrees offered and degree/graduation requirements; costs and refund policies; available learning resources; grievance procedures; names and academic credentials of faculty and administrators, names of Board of Trustees members; and all other items relative to attending or withdrawing from the institution.

21. Relations with the Accrediting Commission

The Riverside Community College District Board of Trustees provides assurance that Riverside City College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the college in identical terms to all its accreditation agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. All disclosures by the institution will be complete, accurate and honest.

Continued Compliance with the Accreditation Standards

Riverside City College meets or exceeds all of the standards of accreditation. The college's last comprehensive evaluation and visit was in October 2007, with follow-up visits occurring in October 2009 and November 2010. In order to place all three Riverside Community College District colleges on the same cycle, the Commission has set Spring 2014 as the date for the next comprehensive visit.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The insti-

tution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

The proposed substantive change strongly supports the Riverside City College mission.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The proposed substantive change represents an institutional adaptation to the changing learning needs of community college students. Increasingly, community college students face competing demands, including care of children and other family members, employment or search for employment, and in some cases personal challenges that may preclude them from attending classes offered in the traditional, on-campus format. For these students, completing a portion of their studies online, rather than coming to campus five days a week, may be the only means by which they can achieve their educational goals. The proposed substantive change, therefore, enhances the ability of the College to meet Commission Standard 2A.

Riverside City College was one of the first colleges to publish student learning outcomes for all courses, and faculty have been involved in a wide variety of assessment projects for several years. In the past year the college has focused on documenting assessment projects and developing an integrated institutional assessment plan. The college wide assessment plan was reviewed and approved by the Academic Senate in December 2011.

B. Student Support Services

Student support services at Riverside City College are being increasingly made available in an online format. The registration process is now almost exclusively conducted online. Online student advising is available for students enrolled in online sections. The availability of online student support services complements and enhances the offering of degrees and certificates that can be largely completed online, thereby strengthening the College's adherence to ACCJC Standard 2B.

C. Library and Learning Support Services

Over sixty online databases are available for the use of Riverside City College students who use the databases to conduct course-related research online. Further, the College's faculty members who teach online are available through synchronous electronic communication during their office hours. There is, therefore, a strong congruence between the changes in instructional delivery embodied in the proposed substantive change and the manner in which library and learning support services are provided.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Human Resources

Riverside City College has sufficient human resources to support the proposed substantive change. The College employs over seventy full and part-time faculty members who teach online. With very few exceptions, these are faculty who are also teaching face-to-face sections. Hiring and evaluation processes are the same regardless of the mode of delivery a faculty member might be asked to teach. Beyond instruction, human resources support for the College's online instructional program is provided at the district level through the Open Campus which is responsible for training of online instructors as well as oversight of the district's online instructional platform. Professional development opportunities focused on improving online instruction methods and approaches are provided to faculty members on an ongoing basis by the Open Campus as well as the college's faculty development coordinator. Appendix H includes organization charts illustrating the district- and campus-level organizational infrastructure that supports the delivery of online instruction at Riverside City College. Appendix F provides an organization chart for the Open Campus. Appendix G summarizes the training required of all faculty prior to beginning to teach online.

Physical Resources

Offering courses and programs online actually reduces the strain on physical resources from the standpoint of reducing the number of classrooms required to deliver instruction.

Technology Resources

The technology required to implement the proposed substantive change is already in place. The current Chancellor of the District came in July 2009; shortly thereafter, he announced the undertaking of a comprehensive technology audit of college and district resources; the results of the audit were presented throughout the district in spring 2011 and planning is in process to provide for a gradual and measured program of technology updates. The results of the IT audit can be viewed at:

http://www.rccd.edu/administration/chancellor/Documents/IT%20Audit/RCCD%20final%20draft_v1%2000.pdf

Financial Resources

The College has sufficient financial resources to support implementation of the proposed substantive change. The district budget supports Open Campus and the college budget provides sufficient financial resources to support college-level direct instructional costs, as well as the Instructional Support Specialist and the planned Faculty Innovation Center. From a facilities standpoint, the operational costs of online instructional delivery are significantly lower than the costs associated with delivering instruction in the traditional live format. From the standpoint of instructional equipment, the College's inventory is sufficient to support the delivery of a wide range of online courses and programs.

The annual budget of the Open Campus is approximately \$650,000 (this covers the Open Campus staff and the cost of major licensing agreements, primarily BlackBoard and stipends to facul-

ty mentors). While this is no small sum, the apportionment revenue generated by students who enroll in online classes far exceeds the direct cost of distance education, and relieves the college of significant challenges in facilities expansion and other areas. The commitment of the college and the district to distance education has been established for almost thirty years, when the college offered its first telecourse. Distance education is a vital portion of the college’s delivery of instruction which is supported adequately.

In spite of great annual decline in state support over the past three years, the district’s commitment to support the core components of the distance education offerings has not only not declined, it has actually *increased*.

| | 2009-10 | 2010-11 | 2011-12 |
|-------------------------|-----------|-----------|-----------|
| Video licensing/support | \$13,483 | \$19,033 | \$22,250 |
| Blackboard LMS | \$124,000 | \$131,700 | \$133,088 |
| Presidium | \$49,869 | \$57,052 | \$57,052 |
| Total: | \$187,752 | \$207,785 | \$212,390 |

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Implementation of the proposed substantive change is a significant step toward “continuous improvement of the institution,” in that it makes many of the courses and programs offered by the college more available to students for whom coming to campus for all of their classes poses a constraint. The college and the district have confronted a significant planning and leadership challenge in considering the migration path from Web CT to Blackboard 9.1, and the considerable cooperation and consensus evidenced in that transition is one sign among many of the health of leadership and governance at RCC and in the Riverside Community College District.

Conclusion: The Future of Distance Education at RCC

Despite the current economic state crisis and the tenuous short-term outlook for public funding support for RCC and higher education in general, Riverside City College has made service to its students and adherence to its mission its polestar. In just a decade, distance education has become an integral component of the instructional programs RCC offers to its students, and it has expanded its student support services, first to meet the needs of its students, knowing that the expansion of services for one group of students makes them available to many others. The planning, budgeting, and governance structures of the college are sound and able to support online education. The college has suffered through financially difficult times in the past and it will do

28 Riverside City College

so again. When one looks beyond present fiscal challenges, the future for RCC students and the distance education of the program is bright.

Appendix A

Programs with 50% Or More of Course Available Online

<http://www.rcc.edu/riverside/accreditation/documents/AppendixA.pdf>

Appendix B

Courses Approved as Fully Online or Hybrid Courses

The following courses have been approved to be taught in the mode indicated. Note the second list, which includes courses approved to be offered at a distance and which are unique to RCC within the district.

| <u>Course</u> | <u>Online</u> | <u>Hybrid</u> |
|---------------|---------------|---------------|
| ACC-1A | X | X |
| ACC-1B | X | X |
| ACC-38 | X | X |
| ACC-55 | X | X |
| ACC-62 | X | X |
| ACC-63 | X | X |
| ACC-65 | X | X |
| ACC-66 | X | |
| ADJ-1 | X | X |
| ADJ-2 | X | X |
| ADJ-3 | X | X |
| ADJ-4 | X | X |
| ADJ-5 | X | X |
| ADJ-9 | X | X |
| ADJ-10 | | X |
| ADM-30 | X | |
| AML-1 | | X |
| AML-2 | | X |
| AML-3 | | X |
| AML-4 | | X |
| AML-20 | | X |
| AML-21 | | X |
| AML-22 | X | |
| ANT-1 | X | X |
| ANT-2 | X | |
| ANT-3 | X | |
| ARA-1 | | X |
| ARA-2 | | X |
| ARA-8 | | X |
| ARA-11 | X | X |
| ART-6 | X | X |
| BIO-14 | X | X |
| BIO-15 | X | |

Substantive Change Proposal 31

| | | |
|---------|---|---|
| BUS-10 | X | X |
| BUS-18A | X | X |
| BUS-18B | X | X |
| BUS-20 | X | X |
| BUS-22 | X | X |
| BUS-30 | X | X |
| BUS-40 | X | X |
| BUS-43 | X | X |
| BUS-46 | X | X |
| BUS-47 | X | X |
| BUS-48 | X | X |
| BUS-51 | X | X |
| BUS-53 | X | X |
| BUS-58 | X | X |
| BUS-70 | X | X |
| BUS-71 | X | X |
| BUS-72 | X | X |
| BUS-80 | X | X |
| CAT-1A | X | X |
| CAT-3 | X | X |
| CAT-3A | X | X |
| CAT-30 | X | X |
| CAT-31 | X | X |
| CAT-34A | X | X |
| CAT-36A | X | X |
| CAT-36B | X | X |
| CAT-37 | X | X |
| CAT-38 | X | X |
| CAT-40 | X | X |
| CAT-50 | X | X |
| CAT-51 | X | X |
| CAT-53 | X | X |
| CAT-54A | X | X |
| CAT-55 | X | X |
| CAT-56A | X | X |
| CAT-57 | X | X |
| CAT-58 | X | X |
| CAT-59 | X | X |
| CAT-60 | X | X |
| CAT-61 | X | X |
| CAT-62 | X | X |

32 Riverside City College

| | | |
|---------|---|---|
| CAT-63 | X | X |
| CAT-64 | X | X |
| CAT-65 | X | X |
| CAT-66 | X | X |
| CAT-76A | X | X |
| CAT-76B | X | X |
| CAT-78A | X | X |
| CAT-78B | X | X |
| CAT-79 | X | X |
| CAT-80 | X | X |
| CAT-81 | X | X |
| CAT-84 | X | X |
| CAT-88 | X | |
| CAT-90 | X | X |
| CAT-91 | X | X |
| CAT-93 | X | X |
| CAT-95A | X | X |
| CAT-98A | X | X |
| CAT-98B | X | X |
| CIS-1A | X | X |
| CIS-1B | X | X |
| CIS-2 | X | X |
| CIS-3 | X | X |
| CIS-3A | X | X |
| CIS-5 | X | X |
| CIS-12 | X | X |
| CIS-14A | X | X |
| CIS-14B | X | X |
| CIS-17A | X | X |
| CIS-17B | X | X |
| CIS-17C | X | X |
| CIS-18A | X | X |
| CIS-18B | X | X |
| CIS-18C | X | X |
| CIS-20 | X | X |
| CIS-21 | X | X |
| CIS-23 | X | X |
| CIS-26A | X | X |
| CIS-26B | X | X |
| CIS-26C | X | X |
| CIS-26D | X | X |

Substantive Change Proposal 33

| | | |
|---------|---|---|
| CIS-26E | X | X |
| CIS-26F | X | X |
| CIS-28A | X | X |
| CIS-29A | X | X |
| CIS-29B | X | X |
| CIS-29C | X | X |
| CIS-34A | X | X |
| CIS-54A | X | X |
| CIS-56A | X | X |
| CIS-60 | X | X |
| CIS-61 | X | X |
| CIS-62 | X | X |
| CIS-63 | X | X |
| CIS-65 | X | X |
| CIS-72A | X | X |
| CIS-72B | X | X |
| CIS-72C | X | X |
| CIS-73A | X | X |
| CIS-76A | X | X |
| CIS-76B | X | X |
| CIS-78A | X | X |
| CIS-78B | X | X |
| CIS-79 | X | X |
| CIS-80 | X | X |
| CIS-81 | X | X |
| CIS-84 | X | X |
| CIS-90 | X | X |
| CIS-91 | X | X |
| CIS-93 | X | X |
| CIS-95A | X | X |
| CIS-98A | X | X |
| CIS-98B | X | X |
| CSC-2 | X | X |
| CSC-5 | X | X |
| CSC-12 | X | X |
| CSC-14A | X | X |
| CSC-17A | X | X |
| CSC-17B | X | X |
| CSC-17C | X | X |
| CSC-18A | X | X |
| CSC-18B | X | X |

34 Riverside City College

| | | |
|---------|---|---|
| CSC-18C | X | X |
| CSC-20 | X | X |
| CSC-21 | X | X |
| CSC-28A | X | X |
| CSC-61 | X | X |
| CSC-62 | X | X |
| CSC-63 | X | X |
| COM-9 | | X |
| COM-12 | X | X |
| DAN-6 | | X |
| EAR-22 | X | X |
| EAR-24 | | X |
| EAR-26 | X | X |
| EAR-28 | | X |
| EAR-33 | | X |
| EAR-34 | | X |
| EAR-37 | | X |
| EAR-40 | X | X |
| EAR-42 | | X |
| EAR-43 | | X |
| EAR-44 | | X |
| EAR-45 | | X |
| EAR-53 | X | X |
| EAR-54 | X | X |
| ECO-7 | X | X |
| ECO-8 | X | X |
| ENG-1A | X | X |
| ENG-1B | X | X |
| ENG-11 | X | X |
| ENG-16 | X | X |
| ENG-30 | | X |
| ENG-39 | X | X |
| ENG-50 | | X |
| ESL-90D | X | X |
| ESL-90H | X | X |
| FRE-1 | X | X |
| FRE-2 | X | X |
| FRE-3 | | X |
| FRE-4 | | X |
| FST-3 | X | X |
| FST-4 | X | X |

Substantive Change Proposal 35

| | | |
|--------|---|---|
| FST-7 | X | X |
| FST-8 | X | X |
| FTV-12 | X | |
| FTV-41 | X | X |
| FTV-42 | X | X |
| FTV-68 | X | |
| FTV-69 | X | |
| FTV-70 | X | X |
| GEG-1 | X | X |
| GEG-1L | X | X |
| GEG-3 | X | X |
| GUI-45 | X | |
| GUI-46 | X | X |
| GUI-47 | X | |
| GUI-48 | X | |
| HIS-2 | X | X |
| HIS-4 | X | X |
| HIS-6 | X | X |
| HIS-7 | X | X |
| HMS-17 | X | X |
| HUM-4 | X | |
| HUM-5 | X | |
| HUM-9 | X | X |
| HUM-10 | X | |
| HUM-11 | X | |
| HUM-16 | X | |
| ITA-1 | | X |
| ITA-2 | | X |
| ITA-3 | | X |
| ITA-11 | X | X |
| KIN-4 | X | |
| KIN-35 | | X |
| KIN-36 | X | |
| LIB-1 | X | X |
| MAG-44 | X | X |
| MAG-46 | X | X |
| MAG-47 | X | X |
| MAG-51 | X | X |
| MAG-52 | X | X |
| MAG-53 | X | X |
| MAG-54 | X | X |

36 Riverside City College

| | | |
|---------|---|---|
| MAG-56 | X | X |
| MAG-60 | X | X |
| MAG-62 | X | X |
| MAG-70 | X | X |
| MAG-71 | X | X |
| MAG-72 | X | X |
| MAT-11 | X | X |
| MAT-12 | X | X |
| MAT-35 | X | X |
| MAT-36 | X | X |
| MAT-52 | X | X |
| MAT-63 | X | |
| MAT-64 | X | |
| MAT-65 | | X |
| MKT-20 | X | X |
| MKT-40 | X | X |
| MKT-41 | X | X |
| MKT-42 | X | X |
| MUS-3 | | X |
| MUS-19 | X | |
| MUS-20 | X | |
| MUS-21 | X | X |
| MUS-25 | X | |
| MUS-26 | X | |
| MUS-89 | X | |
| NRN-3 | | X |
| NRN-4 | | X |
| NRN-16 | | X |
| NRN-200 | X | X |
| NVN-50 | X | X |
| PAL-10 | X | X |
| PAL-14 | X | X |
| PAL-68 | X | X |
| PAL-70 | X | X |
| PAL-71 | X | X |
| PAL-78 | X | |
| PAL-81 | X | X |
| PAL-83 | X | X |
| PAL-85 | X | X |
| PAL-87 | X | X |
| PHI-10 | X | X |

Substantive Change Proposal 37

| | | |
|---------|---|---|
| PHI-11 | X | X |
| POL-1 | X | X |
| PSY-1 | X | X |
| PSY-2 | X | X |
| PSY-9 | X | X |
| PSY-35 | X | X |
| REA-3 | X | X |
| REA-82 | | X |
| REA-83 | X | X |
| RLE-80 | X | X |
| RLE-81 | X | X |
| RLE-82 | X | X |
| RLE-83 | X | X |
| RLE-84 | X | X |
| RLE-85 | X | X |
| RLE-86 | X | X |
| RUS-1 | | X |
| RUS-2 | | X |
| RUS-3 | | X |
| RUS-11 | X | |
| SOC-1 | X | X |
| SOC-2 | X | |
| SOC-3 | X | |
| SOC-10 | X | |
| SOC-12 | X | |
| SOC-17 | X | X |
| SOC-20 | X | |
| SOC-22 | X | |
| SPA-1 | | X |
| SPA-2 | | X |
| SPA-3 | | X |
| SPA-3N | | X |
| SPA-4 | | X |
| SPA-11 | X | |
| SPA-12 | X | |
| SPA-51 | X | |
| SPA-52 | X | |
| SPA-53 | X | |
| THE-3 | X | |
| WKX-200 | X | X |

Appendix C

2008 Open Campus Fact Book

<http://www.rcc.edu/riverside/accreditation/documents/AppendixC.pdf>

Appendix D

2011 Open Campus Annual Update

Distance Education
 Statistical Report
 Executive Summary

Distance education course offerings increased during the 2010-2011 academic year (AY) with distance education students showing a continuing interest in online and hybrid offerings even during a time of decreased budgets and an associated reduction in online-based course offerings. Online course sections decreased with a total of 764 sections for the year, compared to 802 last year, and with the first decrease in enrollment (3%) while hybrid courses increased to 402 sections, up from 381 the previous year, with a 9% enrollment increase. Overall, distance education enrollment is up 1% to 41,385 – up from 40,993.

Enhancements in all course categories – such as increasing the use of video in all instruction modes and continuing to enhance an expanding number of face-to-face courses with web components - will continue as RCCD strives to provide students with more opportunities to complete degree or certificate requirements. Transition to a new learning management system – Blackboard Learn 9.1 – began and will continue through the end of 2011 calendar year (CY).

The following are key distance education totals for the 2010-2011 AY:

Total students:

| | |
|--------|--------|
| Online | 26,369 |
| Hybrid | 15,016 |
| Total | 41,385 |

2010-2011 distance education gross revenue.....\$14,538,335

2010-2011 distance education fees and expenses.....\$4,157,387

2010-2011 distance education net revenue.....\$10,380,948

RIVERSIDE COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION
2010-2011

Introduction

This is the eleventh annual publication designed to review the various fiscal and statistical aspects of the Open Campus Distance Education Program at Riverside Community College District (RCCD). This report also presents a thorough review of the course offerings, enrollment data and related revenue generation.

The statistics and financial data contained herein demonstrate, most notably, the growth of online and hybrid course development and an increased reluctance for distance education students to come to campus even during a time of decreased budgets and an associated reduction in online-based course offerings. The number of online courses offered by RCCD decreased during 2010-2011, for a total of 764 course sections including two new online courses. Hybrid courses increased with 402 sections and seven new courses during the AY.

This report will illustrate that the decision to decrease distance education offerings to 1166 sections this year - a 2% decrease - has proven to be economically sound. Even during a time of economic downturn, it has helped solidify our standing as one of the most innovative and prolific producers of distance education courses among California's community colleges. Increased course offerings now enable RCCD to offer 49 certificates (37 at Riverside; 10 at Norco; 2 at Moreno Valley) via distance education and we remain one course from being able offer a complete A.A. degree via distance education.

What's Up with Distance Education at RCCD?

The Open Campus Distance Education Program at RCCD has grown for nine consecutive years.

Technological growth and widespread interest in the Internet has led RCCD to expand and develop a variety of new courses – two online and seven hybrid – this AY. Some existing courses were redesigned by their instructors to utilize new modes of learning and interaction – including the use of our own password-protected video server to stream video content to students. The convenience and flexibility of learning with these new technologies allows adult learners even more opportunities to work towards a college degree while juggling busy job and family responsibilities.

The RCCD Board of Trustees approved the transition to the Learn 9.1 learning management system (LMS). Blackboard is running parallel Campus Edition (CE) 8.0 and Learn 9.1 systems during CY 2011 to allow flexibility for instructors to be trained and move their online-based courses to Learn 9.1.

Types of Distance Education Courses

RCCD offers two types of distance education courses:

- 1) **Online** courses allow students to take courses completely online. Students access stimulating and informative course materials using a computer and the Internet at home or in the workplace. Internet-based tools allow the use of e-mail discussion boards, chats rooms, and other learning tools. Forty seven online courses, totaling 59 sections, incorporated video into course material that was distributed via both cable access and video server (up from 37 courses of 46 sections the previous AY).
- 2) **Hybrid** or “blended” courses are taught half online; that is, they utilize both face-to-face instruction and Internet-based learning. Hybrid courses offer the “best of both worlds” in that half the class takes place on-campus, while the other half of the class contact hour time is completed via Internet-based assignments. Nineteen hybrid courses, totaling 21 sections, incorporated video into course material that was distributed via video server (up from 15 courses of 18 sections the previous AY).
- 3) In addition, RCCD has experienced rapid growth in **Web-enhanced** courses, which are regular face-to-face courses that have been augmented with course web sites. While these are not “distance” learning in the sense of reduced seat time, web-enhanced courses can share many of the features of online and hybrid courses: e.g., electronic communication, online document repositories, and web-based homework assignments. Six web-enhanced courses, totaling seven sections, incorporated video into course material that was distributed via video server (compared with four courses of four sections the previous AY).

Online Growth Ends

Online courses decreased due to budget cuts – from 802 to 764 sections offered during 2010-2011 and online enrollments decreased (3%) for the first time. All of the nine new online and hybrid courses were developed by RCCD faculty in conjunction with Open Campus online development specialists and vendor-provided material. Some online, hybrid and web-enhanced courses were updated by licensing new video series. This brought our yearly distance education course total to 1166 sections – a 2% decrease due to budget cuts.

The Future of Distance Education – Where Do We Go From Here?

Online course development coupled with improved hybrid courses, remain our distance education priorities. Even with reduced offerings, enrollment in our online courses remains high and most of our online sections are full after the first few days of registration based on the reduced offerings. We currently have new online courses and hybrid courses, incorporating web-accessed homepages for syllabus information, homework assignments, lesson materials, instructor contact links, and additional materials, including vendor-provided e-packs/course cartridges plus video.

Open Campus Web Site

More students are accessing college information via RCCD's Open Campus web site and so Open Campus will continue to develop our series of helpful distance education web pages. They currently not only include listings of online and hybrid courses, but also have been designed to offer important links to additional student service resources – technical tips for accessing their computer-based courses; complete course schedule, video server access information plus e-mail links to instructors.

Open Campus Help Desk

Improvements in the Open Campus web site have helped decrease the number of Help Desk inquiries significantly - a function performed by Presidium - so that we can focus our limited manpower resources on assisting instructors, enabling them to streamline their course content to increase clarity and ease of access.

Blackboard

RCCD, with financial support from the Foundation for California Community Colleges (FCCC), is transitioning from Blackboard CE 8 to Learn 9.1 LMS. Blackboard provides the instructor, with support from Open Campus instructional development specialists, with a template they may use to organize their online, hybrid and web-enhanced lessons, incorporate instructional chat rooms, integrate online quiz and text capabilities, and facilitate instructor tracking in order to monitor student progress. This allows our Internet-based courses to have a consistent look and also make it easier for instructors to organize their classes and offer automatically graded online testing alternatives. During this AY, Open Campus, in cooperation with Information Services, continues a process to automate an increasing portion of Blackboard-Datatel processes that will provide Open Campus with 24/7 maintenance and course management updates by Blackboard for efficiently downloading student rosters from Datatel into Blackboard CE 8/Learn 9.1 course shells.

Student Survey Statistics

No student survey was conducted this AY. The next student survey is scheduled for 11FAL.

Online Skills Assessment

Open Campus, in cooperation with Educational Services and Information Services departments at RCCD, is working to update the existing online skills workshop to make it more relevant for assisting new student desiring to register in an online course to enhance overall online course success rates.

Online Blackboard Academy

Open Campus offers an Online Blackboard Academy that allowed 54 instructors this AY to become familiar with online-based course technologies and administrative procedures for an entire month - 24/7.

Revenue Generated from Distance Education

Revenue for RCCD’s Distance Education Program is calculated by subtracting program costs from the amount of money received from the State for fulltime equivalent students (FTES – Appendix A) that the Distance Education Program generated this past year. According to this metric, the Distance Education Program displayed a very strong year during 2010-2011 with net revenues reaching \$9,960,343.

The major reason that the program displayed a strong year in net revenue was the fact that while RCCD offered less distance education courses, the enrollments continued to grow. It shows that these courses are a very cost-effective way for the college to provide educational opportunities for our students and reach out to populations that have been underserved in the past due to work and family commitments.

Summary of 2010-2011 Distance Education Statistics

| | Courses | Sections | Enrl. (C-1) |
|--------------|---------|----------|-------------|
| 10SUM | 76 | 152 | 4,554 |
| 10FAL 183 | 442 | 16,573 | |
| 11WIN76 | 149 | 4,528 | |
| 11SPR 188 | 423 | 15,730 | |
| 10-11 Totals | 523 | 1,166 | 41,385 |

2010-2011 Distance Education Courses Gross Revenue

2010-2011 revenue from 4543.23 FTES (unit/hrs. x enr./525 = FTES)..\$14,538,335

Distance Education Fees and Expenses for 2010-2011

| | |
|---|-------------|
| Video licensing, procurement and per-student fees..... | \$19,033 |
| Distance education-related estimated faculty salaries (indirect cost).. | \$3,313,772 |
| Distance education-related Open Campus staff salaries/benefits..... | \$463,930 |
| Blackboard license fee..... | \$131,700 |
| Presidium license fee..... | \$57,052 |
| Distance education-related equipment, marketing and misc. expenses... | \$171,900 |
| Total expenses..... | \$4,157,387 |

2010-2011 Distance Education Courses Net Revenue.....\$10,380,948

Appendix E

Retention & Success, 2006-11

The following chart compares success and retention of face-to-face to online classes from 2006 through 2011 for fall and spring semesters at Riverside City College. Designation 02 = face-to-face sections; designation 72 = online sections.

| Count of SB00 Row La- bels | Column Labels | | | | | | | | Grand Total | Success | Retention |
|-------------------------------------|---------------|------------|------------|------------|-------------|----|---|------------|-------------|---------|-----------|
| | A | B | C | D | F | NP | P | W | | | |
| ACC-1A | 461 | 640 | 514 | 232 | 1140 | | | 716 | 3703 | | |
| 02 | 338 | 431 | 335 | 142 | 740 | | | 420 | 2406 | 45.9% | 82.5% |
| 72 | 123 | 209 | 179 | 90 | 400 | | | 296 | 1297 | 39.4% | 77.2% |
| ACC-1B | 238 | 300 | 156 | 51 | 103 | | | 149 | 997 | | |
| 02 | 148 | 166 | 83 | 30 | 48 | | | 79 | 554 | 71.7% | 85.7% |
| 72 | 90 | 134 | 73 | 21 | 55 | | | 70 | 443 | 67.0% | 84.2% |
| ACC-55 | 14 | 5 | 1 | 1 | 13 | | | 6 | 40 | | |
| 02 | 8 | 2 | | | 5 | | | 4 | 19 | 52.6% | 78.9% |
| 72 | 6 | 3 | 1 | 1 | 8 | | | 2 | 21 | 47.6% | 90.5% |
| ADJ-1 | 238 | 284 | 293 | 123 | 317 | | | 214 | 1469 | | |
| 02 | 215 | 258 | 269 | 112 | 269 | | | 178 | 1301 | 57.0% | 86.3% |
| 72 | 23 | 26 | 24 | 11 | 48 | | | 36 | 168 | 43.5% | 78.6% |
| ADJ-2 | 72 | 96 | 65 | 29 | 116 | | | 61 | 439 | | |
| 02 | 44 | 74 | 54 | 24 | 78 | | | 34 | 308 | 55.8% | 89.0% |
| 72 | 28 | 22 | 11 | 5 | 38 | | | 27 | 131 | 46.6% | 79.4% |
| ANT-1 | 976 | 962 | 715 | 201 | 251 | | | 325 | 3430 | | |
| 02 | 691 | 672 | 465 | 145 | 185 | | | 239 | 2397 | 76.3% | 90.0% |
| 72 | 285 | 290 | 250 | 56 | 66 | | | 86 | 1033 | 79.9% | 91.7% |
| ANT-2 | 625 | 661 | 537 | 123 | 323 | | | 411 | 2680 | | |
| 02 | 496 | 489 | 396 | 85 | 239 | | | 275 | 1980 | 69.7% | 86.1% |
| 72 | 129 | 172 | 141 | 38 | 84 | | | 136 | 700 | 63.1% | 80.6% |
| BUS-10 | 1210 | 893 | 639 | 206 | 875 | | | 802 | 4625 | | |
| 02 | 942 | 722 | 502 | 145 | 598 | | | 618 | 3527 | 61.4% | 82.5% |
| 72 | 268 | 171 | 137 | 61 | 277 | | | 184 | 1098 | 52.5% | 83.2% |
| BUS-18A | 649 | 397 | 299 | 112 | 273 | | | 296 | 2026 | | |
| 02 | 453 | 236 | 185 | 74 | 152 | | | 227 | 1327 | 65.9% | 82.9% |
| 72 | 196 | 161 | 114 | 38 | 121 | | | 69 | 699 | 67.4% | 90.1% |
| BUS-18B | 128 | 71 | 46 | 23 | 72 | | | 57 | 397 | | |
| 02 | 71 | 19 | 9 | 6 | 8 | | | 20 | 133 | 74.4% | 85.0% |
| 72 | 57 | 52 | 37 | 17 | 64 | | | 37 | 264 | 55.3% | 86.0% |
| BUS-20 | 425 | 236 | 156 | 51 | 217 | | | 158 | 1243 | | |

Substantive Change Proposal 45

| | | | | | | | | | | | |
|----------------|------------|------------|------------|-----------|------------|----------|----------|-----------|------------|--------|--------|
| 02 | 338 | 133 | 114 | 30 | 140 | | | 111 | 866 | 67.6% | 87.2% |
| 72 | 87 | 103 | 42 | 21 | 77 | | | 47 | 377 | 61.5% | 87.5% |
| BUS-22 | 240 | 259 | 129 | 41 | 95 | | | 70 | 834 | | |
| 02 | 115 | 166 | 79 | 22 | 76 | | | 44 | 502 | 71.7% | 91.2% |
| 72 | 125 | 93 | 50 | 19 | 19 | | | 26 | 332 | 80.7% | 92.2% |
| BUS-30 | 201 | 41 | 19 | 12 | 100 | | | 76 | 449 | | |
| 02 | 98 | 32 | 16 | 6 | 45 | | | 42 | 239 | 61.1% | 82.4% |
| 72 | 103 | 9 | 3 | 6 | 55 | | | 34 | 210 | 54.8% | 83.8% |
| BUS-40 | 43 | 37 | 8 | 3 | 10 | | | 34 | 135 | | |
| 02 | 28 | 24 | 6 | | 8 | | | 18 | 84 | 69.0% | 78.6% |
| 72 | 15 | 13 | 2 | 3 | 2 | | | 16 | 51 | 58.8% | 68.6% |
| CAT-1A | 69 | 32 | 20 | 17 | 65 | 1 | 1 | 11 | 216 | | |
| 02 | 29 | 8 | 9 | 6 | 41 | | | 2 | 95 | 48.4% | 97.9% |
| 72 | 40 | 24 | 11 | 11 | 24 | 1 | 1 | 9 | 121 | 62.8% | 92.6% |
| CAT-3 | 17 | 9 | 6 | 4 | 23 | | | 5 | 64 | | |
| 02 | 4 | 3 | 4 | 2 | 12 | | | 2 | 27 | 40.7% | 92.6% |
| 72 | 13 | 6 | 2 | 2 | 11 | | | 3 | 37 | 56.8% | 91.9% |
| CAT-40 | 6 | | 2 | | | | | | 8 | | |
| 02 | 4 | | 1 | | | | | | 5 | 100.0% | 100.0% |
| 72 | 2 | | 1 | | | | | | 3 | 100.0% | 100.0% |
| CAT-55 | 2 | 3 | 1 | | 4 | | | 10 | 20 | | |
| 02 | | 1 | 1 | | 1 | | | 2 | 5 | 40.0% | 60.0% |
| 72 | 2 | 2 | | | 3 | | | 8 | 15 | 26.7% | 46.7% |
| CAT-65 | 95 | 28 | 21 | 11 | 78 | | 3 | 19 | 255 | | |
| 02 | 61 | 16 | 6 | 3 | 45 | | 1 | 1 | 133 | 63.2% | 99.2% |
| 72 | 34 | 12 | 15 | 8 | 33 | | 2 | 18 | 122 | 51.6% | 85.2% |
| CAT-72A | 38 | 21 | 16 | 1 | 62 | 1 | | 44 | 183 | | |
| 02 | 8 | 12 | 5 | | 16 | 1 | | 4 | 46 | 54.3% | 91.3% |
| 72 | 30 | 9 | 11 | 1 | 46 | | | 40 | 137 | 36.5% | 70.8% |
| CAT-80 | 72 | 50 | 44 | 8 | 62 | | | 43 | 279 | | |
| 02 | 35 | 22 | 16 | 4 | 37 | | | 24 | 138 | 52.9% | 82.6% |
| 72 | 37 | 28 | 28 | 4 | 25 | | | 19 | 141 | 66.0% | 86.5% |
| CAT-95A | 25 | 9 | 8 | 10 | 32 | | | 6 | 90 | | |
| 02 | 10 | 7 | 3 | 10 | 19 | | | 2 | 51 | 39.2% | 96.1% |
| 72 | 15 | 2 | 5 | | 13 | | | 4 | 39 | 56.4% | 89.7% |
| CAT-98A | 92 | 61 | 30 | 17 | 95 | | 2 | 29 | 326 | | |
| 02 | 41 | 30 | 15 | 9 | 51 | | | 4 | 150 | 57.3% | 97.3% |
| 72 | 51 | 31 | 15 | 8 | 44 | | 2 | 25 | 176 | 56.3% | 85.8% |
| CAT-98B | 6 | 3 | 1 | 2 | 4 | | | 2 | 18 | | |
| 02 | 4 | 1 | | 1 | 2 | | | | 8 | 62.5% | 100.0% |
| 72 | 2 | 2 | 1 | 1 | 2 | | | 2 | 10 | 50.0% | 80.0% |
| CIS-15A | 9 | 4 | 3 | 2 | 1 | | | 2 | 21 | | |
| 02 | 1 | 2 | 2 | 2 | | | | 1 | 8 | 62.5% | 87.5% |
| 72 | 8 | 2 | 1 | | 1 | | | 1 | 13 | 84.6% | 92.3% |
| CIS-17A | 27 | 14 | 6 | 1 | 13 | | | 31 | 92 | | |

46 Riverside City College

| | | | | | | | | | | |
|----------------|-------------|-------------|-------------|------------|-------------|------------|-------------|--------------|-------------|--------|
| 02 | 10 | 7 | 4 | | 6 | | 7 | 34 | 61.8% | 79.4% |
| 72 | 17 | 7 | 2 | 1 | 7 | | 24 | 58 | 44.8% | 58.6% |
| CIS-1A | 1305 | 1094 | 884 | 348 | 1854 | | 1011 | 6496 | | |
| 02 | 890 | 772 | 691 | 272 | 1379 | | 769 | 4773 | 49.3% | 83.9% |
| 72 | 415 | 322 | 193 | 76 | 475 | | 242 | 1723 | 54.0% | 86.0% |
| CIS-3 | 4 | 8 | 3 | | 9 | | 8 | 32 | | |
| 02 | 2 | 2 | 1 | | 4 | | 3 | 12 | 41.7% | 75.0% |
| 72 | 2 | 6 | 2 | | 5 | | 5 | 20 | 50.0% | 75.0% |
| CIS-5 | 173 | 83 | 55 | 35 | 151 | | 186 | 683 | | |
| 02 | 112 | 47 | 33 | 23 | 112 | | 116 | 443 | 43.3% | 73.8% |
| 72 | 61 | 36 | 22 | 12 | 39 | | 70 | 240 | 49.6% | 70.8% |
| CIS-72A | 260 | 136 | 78 | 9 | 213 | | 144 | 840 | | |
| 02 | 84 | 60 | 27 | 8 | 69 | | 35 | 283 | 60.4% | 87.6% |
| 72 | 176 | 76 | 51 | 1 | 144 | | 109 | 557 | 54.4% | 80.4% |
| CIS-80 | 12 | 8 | 6 | | 8 | | 12 | 46 | | |
| 02 | 3 | 4 | 1 | | 2 | | 4 | 14 | 57.1% | 71.4% |
| 72 | 9 | 4 | 5 | | 6 | | 8 | 32 | 56.3% | 75.0% |
| CIS-95A | 112 | 49 | 32 | 12 | 48 | | 1 | 33 | 287 | |
| 02 | 29 | 25 | 13 | 12 | 30 | | 1 | 20 | 52.3% | 84.6% |
| 72 | 83 | 24 | 19 | | 18 | | 13 | 157 | 80.3% | 91.7% |
| CIS-98A | 30 | 13 | 9 | 1 | 14 | | 1 | 9 | 77 | |
| 02 | 15 | 3 | 6 | | 5 | | 2 | 31 | 77.4% | 93.5% |
| 72 | 15 | 10 | 3 | 1 | 9 | | 1 | 7 | 63.0% | 84.8% |
| CIS-98B | 20 | 3 | 2 | | 4 | | 3 | 32 | | |
| 02 | 10 | 1 | 2 | | | | 1 | 14 | 92.9% | 92.9% |
| 72 | 10 | 2 | | | 4 | | 2 | 18 | 66.7% | 88.9% |
| CSC-5 | 26 | 14 | 12 | 8 | 46 | | 34 | 140 | | |
| 02 | 11 | 5 | 4 | 6 | 28 | | 13 | 67 | 29.9% | 80.6% |
| 72 | 15 | 9 | 8 | 2 | 18 | | 21 | 73 | 43.8% | 71.2% |
| EAR-53 | 15 | 8 | 5 | 1 | 4 | | 6 | 39 | | |
| 02 | 1 | 3 | 1 | | | | | 5 | 100.0% | 100.0% |
| 72 | 14 | 5 | 4 | 1 | 4 | | 6 | 34 | 67.6% | 82.4% |
| ECO-7 | 297 | 488 | 637 | 229 | 311 | | 358 | 2320 | | |
| 02 | 183 | 371 | 522 | 190 | 233 | | 246 | 1745 | 61.7% | 85.9% |
| 72 | 114 | 117 | 115 | 39 | 78 | | 112 | 575 | 60.2% | 80.5% |
| ECO-8 | 173 | 230 | 304 | 122 | 183 | | 195 | 1207 | | |
| 02 | 121 | 169 | 235 | 98 | 137 | | 125 | 885 | 59.3% | 85.9% |
| 72 | 52 | 61 | 69 | 24 | 46 | | 70 | 322 | 56.5% | 78.3% |
| ENG-1A | 1957 | 2949 | 2386 | 728 | 1138 | | 1958 | 11116 | | |
| 02 | 1757 | 2775 | 2298 | 688 | 1034 | | 1836 | 10388 | 65.7% | 82.3% |
| 72 | 200 | 174 | 88 | 40 | 104 | | 122 | 728 | 63.5% | 83.2% |
| ENG-1B | 894 | 1774 | 1540 | 331 | 377 | | 999 | 5915 | | |
| 02 | 743 | 1606 | 1401 | 282 | 319 | | 848 | 5199 | 72.1% | 83.7% |
| 72 | 151 | 168 | 139 | 49 | 58 | | 151 | 716 | 64.0% | 78.9% |
| GUI-45 | | | | | | 234 | 1992 | 93 | 2319 | |

Substantive Change Proposal 47

| | | | | | | | | | | | |
|---------------|-------------|-------------|-------------|-------------|-------------|-----------|----------|-------------|--------------|-------------|--------|
| 02 | | | | | | 178 | 1879 | 70 | 2127 | 88.3% | 96.7% |
| 72 | | | | | | 56 | 113 | 23 | 192 | 58.9% | 88.0% |
| GUI-46 | 9 | 5 | 4 | | 12 | 14 | 5 | 9 | 58 | | |
| 02 | | | | | | 14 | 5 | 1 | 20 | 25.0% | 95.0% |
| 72 | 9 | 5 | 4 | | 12 | | | 8 | 38 | 47.4% | 78.9% |
| GUI-47 | 611 | 406 | 249 | 109 | 191 | | | 2 | 206 | 1774 | |
| 02 | 533 | 315 | 198 | 89 | 138 | | 2 | 150 | 1425 | 73.5% | 89.5% |
| 72 | 78 | 91 | 51 | 20 | 53 | | | 56 | 349 | 63.0% | 84.0% |
| GUI-48 | 109 | 67 | 46 | 18 | 33 | | | 44 | 317 | | |
| 02 | 107 | 63 | 45 | 17 | 27 | | | 41 | 300 | 71.7% | 86.3% |
| 72 | 2 | 4 | 1 | 1 | 6 | | | 3 | 17 | 41.2% | 82.4% |
| HIS-2 | 93 | 119 | 155 | 43 | 201 | | | 164 | 775 | | |
| 02 | 62 | 82 | 125 | 35 | 154 | | | 113 | 571 | 47.1% | 80.2% |
| 72 | 31 | 37 | 30 | 8 | 47 | | | 51 | 204 | 48.0% | 75.0% |
| HIS-6 | 624 | 801 | 879 | 476 | 934 | | | 1115 | 4829 | | |
| 02 | 593 | 685 | 787 | 451 | 851 | | | 929 | 4296 | 48.1% | 78.4% |
| 72 | 31 | 116 | 92 | 25 | 83 | | | 186 | 533 | 44.8% | 65.1% |
| HIS-7 | 930 | 1402 | 1398 | 624 | 1153 | | | 1079 | 6586 | | |
| 02 | 852 | 1223 | 1313 | 603 | 1081 | | | 945 | 6017 | 56.3% | 84.3% |
| 72 | 78 | 179 | 85 | 21 | 72 | | | 134 | 569 | 60.1% | 76.4% |
| HUM-16 | 119 | 139 | 55 | 15 | 32 | | | 61 | 421 | | |
| 02 | 57 | 80 | 35 | 7 | 16 | | | 34 | 229 | 75.1% | 85.2% |
| 72 | 62 | 59 | 20 | 8 | 16 | | | 27 | 192 | 73.4% | 85.9% |
| LIB-1 | 577 | 169 | 108 | 27 | 174 | 2 | | 155 | 1212 | | |
| 02 | 310 | 137 | 85 | 12 | 101 | | | 88 | 733 | 72.6% | 88.0% |
| 72 | 267 | 32 | 23 | 15 | 73 | 2 | | 67 | 479 | 67.2% | 86.0% |
| MAT-11 | 266 | 441 | 619 | 224 | 327 | 2 | 2 | 692 | 2573 | | |
| 02 | 237 | 404 | 566 | 209 | 276 | 1 | 2 | 588 | 2283 | 53.0% | 74.2% |
| 72 | 29 | 37 | 53 | 15 | 51 | 1 | | 104 | 290 | 41.0% | 64.1% |
| MAT-35 | 1350 | 2051 | 2808 | 1401 | 2725 | 6 | 8 | 3022 | 13371 | | |
| 02 | 1307 | 1942 | 2691 | 1357 | 2483 | 5 | 8 | 2687 | 12480 | 47.7% | 78.5% |
| 72 | 43 | 109 | 117 | 44 | 242 | 1 | | 335 | 891 | 30.2% | 62.4% |
| MAT-52 | 541 | 961 | 1373 | 855 | 1939 | 2 | 3 | 1691 | 7365 | | |
| 02 | 522 | 913 | 1320 | 830 | 1846 | 2 | 3 | 1595 | 7031 | 39.2% | 77.3% |
| 72 | 19 | 48 | 53 | 25 | 93 | | | 96 | 334 | 35.9% | 71.3% |
| MKT-42 | 14 | 5 | 10 | 1 | 7 | | | 6 | 43 | | |
| 02 | 11 | 1 | 4 | | 4 | | | | 20 | 80.0% | 100.0% |
| 72 | 3 | 4 | 6 | 1 | 3 | | | 6 | 23 | 56.5% | 73.9% |
| MUS-19 | 743 | 822 | 598 | 270 | 631 | | | 515 | 3579 | | |
| 02 | 438 | 488 | 421 | 192 | 344 | | | 249 | 2132 | 63.2% | 88.3% |
| 72 | 305 | 334 | 177 | 78 | 287 | | | 266 | 1447 | 56.4% | 81.6% |
| MUS-25 | 149 | 73 | 52 | 21 | 114 | | | 57 | 466 | | |
| 02 | 46 | 19 | 18 | 8 | 16 | | | 11 | 118 | 70.3% | 90.7% |
| 72 | 103 | 54 | 34 | 13 | 98 | | | 46 | 348 | 54.9% | 86.8% |
| MUS-26 | 71 | 41 | 25 | 7 | 43 | | | 35 | 222 | | |

48 Riverside City College

| | | | | | | | | | | | |
|---------------|-------------|-------------|-------------|------------|-------------|----------|----------|-------------|--------------|--------|--------|
| 02 | 43 | 14 | 7 | 2 | 7 | | | 1 | 74 | 86.5% | 98.6% |
| 72 | 28 | 27 | 18 | 5 | 36 | | | 34 | 148 | 49.3% | 77.0% |
| PHI-10 | 668 | 670 | 553 | 271 | 511 | | | 484 | 3157 | | |
| 02 | 657 | 626 | 487 | 230 | 467 | | | 387 | 2854 | 62.0% | 86.4% |
| 72 | 11 | 44 | 66 | 41 | 44 | | | 97 | 303 | 39.9% | 68.0% |
| PHI-11 | 344 | 856 | 841 | 391 | 573 | | | 543 | 3548 | | |
| 02 | 318 | 729 | 671 | 298 | 425 | | | 319 | 2760 | 62.2% | 88.4% |
| 72 | 26 | 127 | 170 | 93 | 148 | | | 224 | 788 | 41.0% | 71.6% |
| PHP-4 | 1079 | 617 | 287 | 111 | 279 | 1 | | 301 | 2675 | | |
| 02 | 413 | 287 | 164 | 55 | 82 | | | 123 | 1124 | 76.9% | 89.1% |
| 72 | 666 | 330 | 123 | 56 | 197 | 1 | | 178 | 1551 | 72.1% | 88.5% |
| POL-1 | 585 | 1388 | 1077 | 355 | 776 | | | 1136 | 5317 | | |
| 02 | 431 | 951 | 882 | 271 | 516 | | | 752 | 3803 | 59.5% | 80.2% |
| 72 | 154 | 437 | 195 | 84 | 260 | | | 384 | 1514 | 51.9% | 74.6% |
| PSY-1 | 1021 | 1484 | 1465 | 704 | 1684 | | | 1264 | 7622 | | |
| 02 | 864 | 1381 | 1368 | 660 | 1477 | | | 1114 | 6864 | 52.6% | 83.8% |
| 72 | 157 | 103 | 97 | 44 | 207 | | | 150 | 758 | 47.1% | 80.2% |
| PSY-2 | 18 | 35 | 46 | 14 | 39 | | | 31 | 183 | | |
| 02 | 13 | 28 | 41 | 13 | 30 | | | 26 | 151 | 54.3% | 82.8% |
| 72 | 5 | 7 | 5 | 1 | 9 | | | 5 | 32 | 53.1% | 84.4% |
| PSY-9 | 1108 | 1428 | 1163 | 493 | 1326 | | | 1131 | 6649 | | |
| 02 | 1060 | 1263 | 969 | 384 | 1044 | | | 821 | 5541 | 59.4% | 85.2% |
| 72 | 48 | 165 | 194 | 109 | 282 | | | 310 | 1108 | 36.7% | 72.0% |
| REA-83 | 255 | 476 | 456 | 182 | 509 | 2 | 6 | 338 | 2224 | | |
| 02 | 174 | 361 | 355 | 103 | 184 | 2 | 6 | 175 | 1360 | 65.9% | 87.1% |
| 72 | 81 | 115 | 101 | 79 | 325 | | | 163 | 864 | 34.4% | 81.1% |
| SOC-1 | 2640 | 2759 | 2040 | 844 | 2164 | | | 1077 | 11524 | | |
| 02 | 1417 | 1546 | 1407 | 608 | 1264 | | | 695 | 6937 | 63.0% | 90.0% |
| 72 | 1223 | 1213 | 633 | 236 | 900 | | | 382 | 4587 | 66.9% | 91.7% |
| SOC-10 | 9 | 8 | 17 | 9 | 28 | | | 10 | 81 | | |
| 02 | 5 | 4 | 15 | 5 | 22 | | | 5 | 56 | 42.9% | 91.1% |
| 72 | 4 | 4 | 2 | 4 | 6 | | | 5 | 25 | 40.0% | 80.0% |
| SOC-12 | 428 | 485 | 263 | 90 | 255 | | | 170 | 1691 | | |
| 02 | 109 | 148 | 122 | 39 | 68 | | | 47 | 533 | 71.1% | 91.2% |
| 72 | 319 | 337 | 141 | 51 | 187 | | | 123 | 1158 | 68.8% | 89.4% |
| SOC-2 | 90 | 72 | 70 | 44 | 145 | | | 79 | 500 | | |
| 02 | 75 | 61 | 58 | 38 | 102 | | | 37 | 371 | 52.3% | 90.0% |
| 72 | 15 | 11 | 12 | 6 | 43 | | | 42 | 129 | 29.5% | 67.4% |
| SOC-20 | 109 | 103 | 110 | 62 | 146 | | | 98 | 628 | | |
| 02 | 75 | 76 | 98 | 52 | 98 | | | 60 | 459 | 54.2% | 86.9% |
| 72 | 34 | 27 | 12 | 10 | 48 | | | 38 | 169 | 43.2% | 77.5% |
| SOC-3 | 8 | | 2 | | 7 | | | 3 | 20 | | |
| 02 | 4 | | | | | | | | 4 | 100.0% | 100.0% |
| 72 | 4 | | 2 | | 7 | | | 3 | 16 | 37.5% | 81.3% |
| THE-3 | 1333 | 970 | 617 | 274 | 907 | | | 390 | 4491 | | |

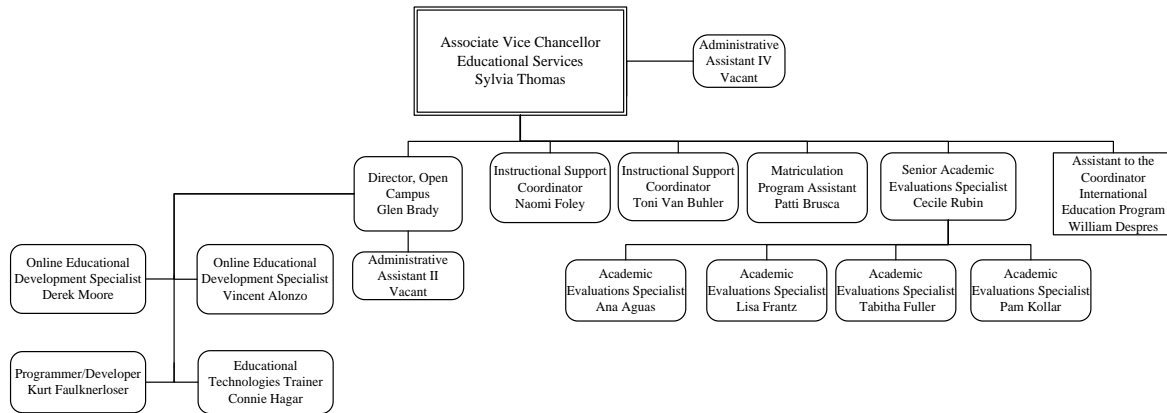
Substantive Change Proposal 49

| | | | | | | | | | | | |
|--------------------|--------------|--------------|--------------|--------------|--------------|------------|-------------|--------------|---------------|-------|-------|
| 02 | 743 | 455 | 270 | 129 | 254 | | | 110 | 1961 | 74.9% | 94.4% |
| 72 | 590 | 515 | 347 | 145 | 653 | | | 280 | 2530 | 57.4% | 88.9% |
| Grand Total | 27157 | 30826 | 27074 | 11040 | 26569 | 265 | 2026 | 24532 | 149489 | | |

Appendix F

Open Campus Organization Chart

Riverside Community College District Educational Services – Instruction Official



OPEN CAMPUS:

- *A Director, Distance Education* who oversees scheduling and distribution of distance education courses, reports to the Associate Vice Chancellor of Instruction;
- There is an part time *Administrative Assistant* to the Director;
- *A Programmer-Developer* is responsible for the www.opencampus.com website and its associated computer infrastructure;
- *Two Online Educational Development Specialists (OEDS)* main the infrastructure of Blackboard, the District's LMS for distance education.

Appendix G

RCCD Open Campus Blackboard Online Academy

Open Campus Faculty Training - Blackboard Online Academy

Open Campus offers a fully-online faculty training program and introduction to Blackboard (Bb) 9.1. The training can be accessed through the following URL using a user name and password which is provided to each participant. <https://rccdopencampus.blackboard.com> Additionally, the Open Campus website offers video tutorials for both students and faculty members which are available 24/7. If an instructor has previously taught online courses using Bb 9.1, the Blackboard Online Academy will be waived with the exception that everyone who teaches a distance education course must complete the module on 508 compliance.

Blackboard course management system is used for online-based courses throughout the District. It is designed to be similar to a typical online course where you are a “student” and will need to demonstrate your understanding of basic concepts, and complete a presenter critique, before you are allowed to continue on to the next section. Each presenter will direct you to a contact method for questions that might arise during the month. Optional online tutorials are also available at www.opencampus.com that will demonstrate technology-based enhancements you may choose to use with your course.

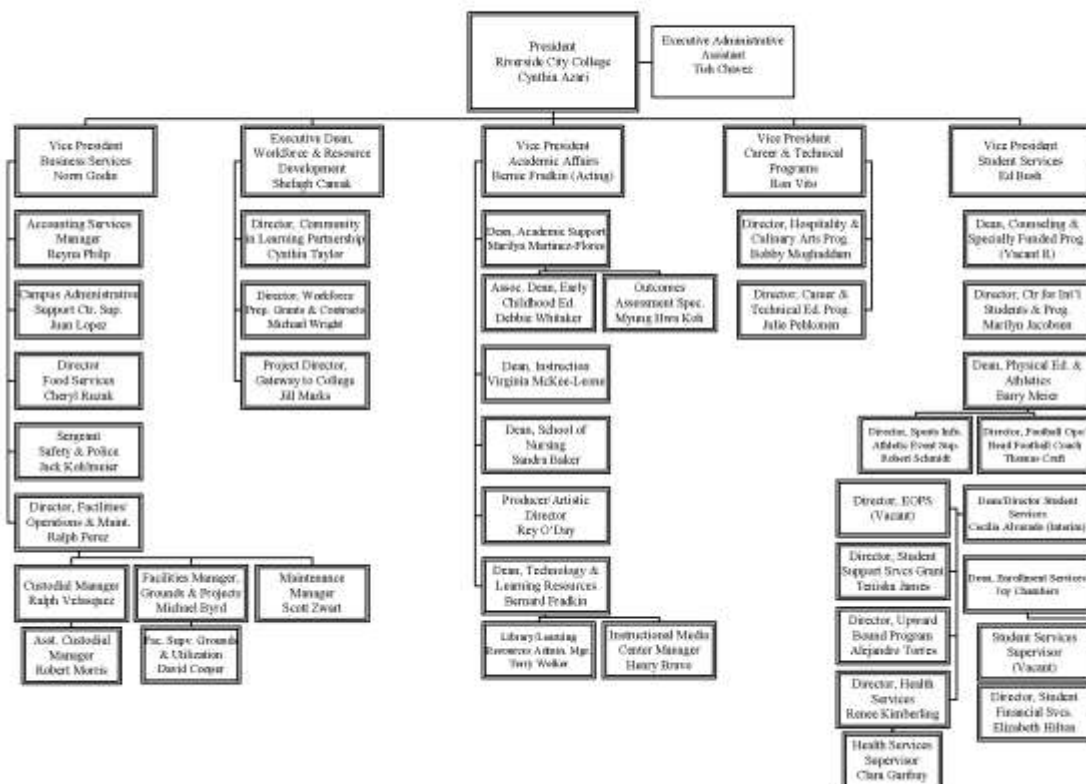
Each participant will have a full calendar month to complete the online module (14 videos/quizzes) and should plan to allocate about five to six hours during the month to complete the training and all of its modules. The training module topics cover the following areas:

- The basics of 508 compliance, making all distance education courses accessible to students with disabilities.
- Introduction to the Blackboard course management system where you will discover the basics of Blackboard 9.1
- The basics of incorporating video into an online course.
- Introduction to Open Campus Resources
- The organization and scheduling of online-based courses. The role of an online faculty member in this process.
- “How I Teach My Online Class” by Charlie Richard, Assoc. Professor of Music, Chair of Online Advisory Committee and Online Faculty Mentor

Appendix H

Organization Chart

Riverside Community College District Riverside City College – President's Office





Agenda Item (VIII-D-1)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-1) |
| Subject | Project Savings Reconciliation to Adjust Project Budgets for Measure C Funds |
| College/District | District |
| Funding | Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees approve the adjusted budgets for the project identified within the Project Savings Reconciliation Report and return the project savings totaling \$5,697,697 to their originating Measure C fund accounts. |

Background Narrative:

On February 11, 2010, the Facilities Planning and Development office presented to the Board of Trustees a formal Capital Program Executive Summary (CPES) for review and consideration. Since then, the CPES has been used as a planning tool to identify appropriations and for prioritization of projects, as well as provide a roadmap for future bond expenditures. On March 16, 2010, the Board of Trustees approved the adjustment of budgets for the projects identified within the Project Savings Reconciliation (PSR) Report, and approved project savings in the amount of \$2,713,215 to be returned to the District's Measure C master funds.

Presented at this time, is an updated PSR Report for review and consideration. The PSR Report is intended to reconcile initial Board of Trustees approved project budgets with the actual completed project expenditures. The project savings from the projects listed totals \$5,697,697. Action on this item, will permit funds allocated but unused by completed projects to be returned to each fund/college, which will allow these unused funds to be available for upcoming projects.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
Aaron Brown, Associate Vice Chancellor, Finance

Attachments:

[Project Savings Reconciliation Report](#)

RCCD PROJECT SAVINGS RECONCILIATION

Living Document Dated 06/06/12

| Project Title | Location | CPES Project Budget | Leverage | Measure C/ Future | | Actual Project Budget | MEASURE C Project Savings Total | MVC | NC | RCC | DISTRICT | CENTRALLY CONTROLLED FUNDS | Redevelopment/La Sierra Funds |
|--|----------|---------------------|--------------------|---------------------|-----------|-----------------------|---------------------------------|------------------|------------------|------------------|----------|----------------------------|-------------------------------|
| | | | | Local | G.O. Bond | | | | | | | | |
| COMPLETED PROJECTS: | | | | | | | | | | | | | |
| 23 Stokoe Innovative Learning Center - Phase I & Phase II (Playground) | R | 10,548,237 | 2,894,632 | 7,653,605 | | 7,399,505 | 254,100 | | | 254,100 | | | |
| 24 Modular Redistribution Projects | A | 8,516,205 | | 8,516,205 | | 8,431,362 | 84,843 | 42,695 | 1 | 42,147 | | | |
| 25 Scheduled Maintenance Match (Historic) | A | 3,947,957 | 2,515,182 | 1,432,775 | | 1,403,045 | 29,730 | | | 29,730 | | | |
| 26 ECS Building Upgrade | M/N | 625,327 | | 625,327 | | 389,561 | 235,766 | 0.32 | 235,765.37 | | | | |
| 31 Soccer Field/Artificial Turf/Locker Rooms | N | 4,616,480 | | 4,616,480 | | 3,904,973 | 711,507 | | | 711,507 | | | |
| 32 Safety and Site Improvement Project (3rd Street) | N | 1,700,000 | | 1,700,000 | | 967,442 | 732,558 | | | 732,558 | | | |
| 33 Safety and Site Improvement Project | M | 1,100,000 | 200,000 | 900,000 | | 719,827 | 180,173 | 180,173 | | | | | |
| 53 Remodel of Technology Building A (Project Cancelled) | R | 935,000 | | 935,000 | | 11,375 | 923,625 | | | 923,625 | | | |
| 70 Parking Structure - Fall Deterrent (Project Cancelled) | R | 20,300 | | 20,300 | | 7,576 | 12,724 | | | 12,724 | | | |
| 118 Administrative Move to Humanities Building (Project Cancelled) | M | 50,000 | | 50,000 | | 25,990 | 24,010 | 24,010 | | | | | |
| 36 Food Services Remodel & Interim Food Services Facility | M/R | 4,625,268 | 28,000 | 4,597,268 | | 3,642,040 | 955,228 | 897,665 | | 57,563 | | | |
| 63 Interim Parking (Parking Lot 33) | R | 260,000 | | 260,000 | | 177,023 | 82,977 | | | 82,977 | | | |
| 68 Economic Development Relocation to Corona | D | 231,000 | 231,000 | | | 179,695 | 51,305 | | | | | | 51,305 |
| 69 Nursing Portables | M/X | 1,300,694 | | 1,300,694 | | 705,338 | 595,356 | | | | | 595,356 | |
| Total | | 38,476,468 | 5,868,814 | 32,607,654 | | 27,964,752 | 4,873,902 | 1,144,543 | 1,709,561 | 1,373,136 | 0 | 595,356 | 51,305 |
| PLANNING, DESIGN OR CONSTRUCTION PROJECTS: | | | | | | | | | | | | | |
| 75 Master Plan Updates | A | 1,000,000 | | 1,000,000 | | 927,000 | 73,000 | | 73,000 | | | | |
| 52 Black Box Theatre Remodel | R | 761,750 | | 761,750 | | 10,955 | 750,795 | | | 750,795 | | | |
| Total | | 1,761,750 | 0 | 1,761,750 | | 937,955 | 823,795 | 0 | 73,000 | 750,795 | 0 | 0 | 0 |
| TOTAL: | | \$40,238,218 | \$5,868,814 | \$34,369,404 | | \$28,902,707 | \$5,697,697 | 1,144,543 | 1,782,561 | 2,123,931 | 0 | 595,356 | 51,305 |



Agenda Item (VIII-D-2)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-2) |
| Subject | Project Budget Approval and Architect Agreements for Student Services Building – Small Projects with Higginson + Cartozian Architects, Inc. |
| College/District | Riverside |
| Funding | Riverside City College Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees approve (1) a budget in the total amount of \$4,269,125 from the Student Services Building project budget for the small projects including the Food Services 'grab-n-go' Facility, and Lovekin Parking/Tennis projects; (2) approve the architect agreements with Higginson + Cartozian Architects, Inc. in the amounts of \$94,550 and \$204,000 respectively for these small ancillary projects. |

Background Narrative:

On April 17, 2012, the Board of Trustees approved the establishment of a project budget in the amount of \$32 million for the Student Services Building and ancillary projects located at Riverside City College. The project budget includes two ancillary projects; a Food Services 'grab-n-go' Facility located on the plaza level of the Digital Library and site improvements at the Lovekin Complex of which will include the removal of certain portable units and related site improvements to construct added surface parking and new tennis courts. The latter project also includes the removal of tennis courts from the existing parking structure and ITS conversion to parking on the parking structure.

The College, through its strategic planning process, now requests approval of tentative budgets for two small (ancillary) projects within the Student Services Building project: Food Services 'grab-n-go' Facility (GNG) project and Lovekin Parking/Tennis (LPT) project. Both projects are to be funded using the approved Student Services Building project budget in the total amount of \$4,269,125 (GNG \$891k / LPT \$3,378,125).

Additionally, the College is recommending that the District enter into agreements with Higginson + Cartozian Architects, Inc. to provide schematic design, design development, construction documents, Division of the State Architect (DSA) approval, construction administration and DSA certification for the forementioned ancillary projects both of which are components of the larger Student Services Building project.

1) Architectural services at a fixed fee amount of \$94,550 for the Food Services 'grab-n-go' Facility;

2) Architectural services at a fixed fee amount of \$204,000 for the Lovekin Modular Unit Removal, Lovekin site improvements and Parking Structure Tennis Court conversion to Parking.

Norm Godin, Vice President
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Architect Agreement - Lovekin Parking/Tennis - HCA](#)
[Architect Agreement - Food Services Facility - HCA](#)

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HIGGINSON + CARTOZIAN ARCHITECTS, INC.

This AGREEMENT is made and entered into on May 20, 2012, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and HIGGINSON + CARTOZIAN ARCHITECTS, INC., hereinafter referred to as "ARCHITECT". This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a "PARTY" and collectively as the "PARTIES". This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for Lovekin Parking/Tennis project, hereinafter referred to as "PROJECT", located at Riverside City College, Riverside, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT’s services shall consist of those services performed by the ARCHITECT and ARCHITECT’s employees and ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before January 31, 2013.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.

2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).

3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.

4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 et seq.

6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.

7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.

8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.

9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

17. The ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition,

ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

20. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

21. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

22. The ARCHITECT shall have access to the work at all times.

23. **Schematic Design Phase**

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority.

ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

d. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

26. Bidding & Award Phase

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. IN addition, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

27. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.
- g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.
- h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating

thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

p. The ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

- (i) Contract Information Form DSA-102.
- (ii) Inspector Qualification Record Form DSA-5 should be Submitted 10 days prior to the time of starting construction.

w. The ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

28. **PROJECT Close-Out**

a. The ARCHITECT shall assure delivery of the following documents described below to the DSA for review prior to issuance of a "Certificate of Completion".

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Inspector of Record's semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% Complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on The approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster's Certificate (if required by approved drawings And specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as Approved by DSA.
- (viii) Copies of the signature page of all Change Orders as Approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any "Field Trip Notes" have been corrected.

ARTICLE III – ADDITIONAL ARCHITECT'S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation

for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.
- b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.
- c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.
- e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.
- f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.
- g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV – DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.

2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT's objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the "Budget" for the PROJECT as set forth in this AGREEMENT.

3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.

4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT's consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost ("Construction Cost") shall be reconciled against the DISTRICT's Budget for the PROJECT.

2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:

a. The DISTRICT may give written approval of an increase of such fixed limit;

b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.

c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;

d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or

e. The DISTRICT may request the ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to

come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

Architect shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Architect disagree with any audit conducted by District, Architect shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Architect shall not be reimbursed by District for such an audit.

In the event Architect does not make available its books and financial records at the location where they are normally maintained, Architect agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT in an amount not to exceed \$198,500 and is as follows:

1. ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated prior to commencing change order work.

2. Payment to the ARCHITECT will be as follows:

| | |
|------------------------------------|---|
| Schematic Design: | 10% of estimated Architect Fee as set forth on Attachment "A". |
| Design Development: | 15% of estimated Architect Fee as set forth on Attachment "A". |
| Construction Documents: | 40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A". |
| D.S. A. Approval: | 5% of estimated Architect fee as set forth on Attachment "A". |
| Bidding Phase: (Board Approval) | 3% of estimated Architect fee as set forth on Attachment "A". |
| Construction Admin: | 25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid. |
| DSA Closure with Certification: | 2% of estimated Architect fee as set forth on Attachment "A". |

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION 100% of actual Architect Fee based on accepted bid.

3. When ARCHITECT's Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the ARCHITECT and ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$5,500, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the ARCHITECT under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by ARCHITECT shall be licensed as a California ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence,

or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the ARCHITECT, which the ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT.

d. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years

thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

5. In the event that this project includes the repair or replacement of more than 25% of a roof, then, in accordance with Public Contracts Code, §3006, ARCHITECT will complete the CERTIFICATION OF FINANCIAL RELATIONSHIP DISCLOSURE, which is attached hereto as Attachment B, and return it with the signed copy of this Agreement.

6. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

7. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

8. This AGREEMENT shall be governed by the laws of the State of California.

9. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

10. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

HIGGINSON + CARTOZIAN
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
David Higginson, AIA, CEO
1455 Park Avenue
Redlands, CA 92373

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

ATTACHMENT "A"

Architectural Fixed Fee:

Higginson + Cartozian Architects, Inc. to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$198,500.

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$5,500.

ATTACHMENT B

CERTIFICATION
FINANCIAL RELATIONSHIP DISCLOSURE
ROOFING PROJECTS

Per Public Contract Code Section 3006

I, _____ (Name), _____
(Name of Employer), certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the roof project contract. As used in this certification, "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Furthermore, I, _____ (Name), _____
(Name of Employer), certify that I do not have, and throughout the duration of the contract, I will not have, any financial relationship in connection with the performance of this contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, _____ (Name), _____
(Name of Employer), have the following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roof project contract: _____.
(Name and Address of Building, Contract Date and Number)

I certify that to the best of my knowledge, the contents of this disclosure are true, or are believed to be true.

Signature

Date

Print Name of Employer

Any person who knowingly provides false information or fails to disclose a financial relationship in the disclosure set forth in subdivision (b) shall be subject to a civil penalty in an amount up to one thousand dollars (\$1,000), in addition to any other available remedies. An action for a civil penalty under this provision may be brought by any public prosecutor in the name of the people of the State of California.

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HIGGINSON + CARTOZIAN ARCHITECTS, INC.

This AGREEMENT is made and entered into on May 20, 2012, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and HIGGINSON + CARTOZIAN ARCHITECTS, INC., hereinafter referred to as "ARCHITECT". This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a "PARTY" and collectively as the "PARTIES". This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for Food Services 'grab-n-go' Facility project, hereinafter referred to as "PROJECT", located at Riverside City College, Riverside, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT’s services shall consist of those services performed by the ARCHITECT and ARCHITECT’s employees and ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before November 30, 2012.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.

2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).

3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.

4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 et seq.

6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.

7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.

8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.

9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

17. The ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition,

ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

20. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

21. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

22. The ARCHITECT shall have access to the work at all times.

23. **Schematic Design Phase**

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority.

ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

d. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

26. **Bidding & Award Phase**

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. IN addition, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

27. **Construction Phase**

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.
- g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.
- h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating

thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

p. The ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

- (i) Contract Information Form DSA-102.
- (ii) Inspector Qualification Record Form DSA-5 should be Submitted 10 days prior to the time of starting construction.

w. The ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

28. **PROJECT Close-Out**

a. The ARCHITECT shall assure delivery of the following documents described below to the DSA for review prior to issuance of a "Certificate of Completion".

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Inspector of Record's semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% Complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on The approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster's Certificate (if required by approved drawings And specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as Approved by DSA.
- (viii) Copies of the signature page of all Change Orders as Approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any "Field Trip Notes" have been corrected.

ARTICLE III – ADDITIONAL ARCHITECT'S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation

for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.
- b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.
- c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.
- e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.
- f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.
- g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV – DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.

2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT's objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the "Budget" for the PROJECT as set forth in this AGREEMENT.

3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.

4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT's consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost ("Construction Cost") shall be reconciled against the DISTRICT's Budget for the PROJECT.

2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:
- a. The DISTRICT may give written approval of an increase of such fixed limit;
 - b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.
 - c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;
 - d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or
 - e. The DISTRICT may request the ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to

come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

Architect shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Architect disagree with any audit conducted by District, Architect shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Architect shall not be reimbursed by District for such an audit.

In the event Architect does not make available its books and financial records at the location where they are normally maintained, Architect agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT in an amount not to exceed \$92,050 and is as follows:

1. ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated prior to commencing change order work.

2. Payment to the ARCHITECT will be as follows:

| | |
|------------------------------------|---|
| Schematic Design: | 10% of estimated Architect Fee as set forth on Attachment “A”. |
| Design Development: | 15% of estimated Architect Fee as set forth on Attachment “A”. |
| Construction Documents: | 40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment “A”. |
| D.S. A. Approval: | 5% of estimated Architect fee as set forth on Attachment “A”. |
| Bidding Phase: (Board Approval) | 3% of estimated Architect fee as set forth on Attachment “A”. |
| Construction Admin: | 25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid. |
| DSA Closure with Certification: | 2% of estimated Architect fee as set forth on Attachment “A”. |

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION 100% of actual Architect Fee based on accepted bid.

3. When ARCHITECT’s Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the ARCHITECT and ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$2,500, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the ARCHITECT under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by ARCHITECT shall be licensed as a California ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence,

or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the ARCHITECT, which the ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT.

d. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years

thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

5. In the event that this project includes the repair or replacement of more than 25% of a roof, then, in accordance with Public Contracts Code, §3006, ARCHITECT will complete the CERTIFICATION OF FINANCIAL RELATIONSHIP DISCLOSURE, which is attached hereto as Attachment B, and return it with the signed copy of this Agreement.

6. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

7. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

8. This AGREEMENT shall be governed by the laws of the State of California.

9. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

10. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

HIGGINSON + CARTOZIAN
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
David Higginson, AIA, CEO
1455 Park Avenue
Redlands, CA 92373

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

ATTACHMENT "A"

Architectural Fixed Fee:

Higginson + Cartozian Architects, Inc. to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$92,050.

| | |
|---|----------|
| Higginson + Cartozian Architects, Inc. | \$58,500 |
| Fire Sprinkler Consultant | \$4,750 |
| Food Service/Interior Design Consultant | \$28,800 |
| <i>Total Fee</i> | \$92,050 |

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$2,500.

ATTACHMENT B

CERTIFICATION
FINANCIAL RELATIONSHIP DISCLOSURE
ROOFING PROJECTS

Per Public Contract Code Section 3006

I, _____ (Name), _____
(Name of Employer), certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the roof project contract. As used in this certification, "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Furthermore, I, _____ (Name),
_____ (Name of Employer), certify that I do not have, and throughout the duration of the contract, I will not have, any financial relationship in connection with the performance of this contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, _____ (Name), _____
(Name of Employer), have the following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roof project contract: _____.
(Name and Address of Building, Contract Date and Number)

I certify that to the best of my knowledge, the contents of this disclosure are true, or are believed to be true.

Signature

Date

Print Name of Employer

Any person who knowingly provides false information or fails to disclose a financial relationship in the disclosure set forth in subdivision (b) shall be subject to a civil penalty in an amount up to one thousand dollars (\$1,000), in addition to any other available remedies. An action for a civil penalty under this provision may be brought by any public prosecutor in the name of the people of the State of California.



Agenda Item (VIII-D-3)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-3) |
| Subject | Design Amendment No. 3 for Citrus Belt Savings and Loan Building with LPA |
| College/District | District |
| Funding | Redevelopment Pass-Through Funds |
| Recommended Action | It is recommended that the Board of Trustees approve Design Amendment No. 3 with LPA in the amount of \$17,420. |

Background Narrative:

Staff now requests the Board of Trustees approve Design Amendment No. 3 with LPA for a fixed fee amount of \$17,420 for the Citrus Belt Savings and Loan Gallery project. At the request the District's gallery consultant, who is an expert in art gallery design, lighting revisions were requested. Additional compensation requested by LPA includes redesign of the lighting system, construction documents, T-24 updating, and processing the revised plans through the City of Riverside plan check process. A reimbursable expense increase is also included due to unanticipated reprographic requirements by the City of Riverside. The LPA agreement, including all amendments and reimbursable expenses, totals \$515,327.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Design Amendment for CBS&L - LPA](#)

THIRD (3) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA
(*Citrus Belt Savings & Loan Gallery*)

This document amends the original agreement and amendments between the Riverside Community College District and LPA, which was originally approved by the Board of Trustees on March 16, 2010.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$17,420 including reimbursable expenses. LPA's agreement, including all amendments and reimbursable expenses, now totals \$515,327. The term of this agreement shall be from the original agreement dated March 17, 2010, to the estimated completion date of the project. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed Amendment (3) as of the date written below.

LPA

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Robert O. Kupper, AIA
Chief Executive Officer
5161 California Ave., Suite 100
Irvine, CA 92617

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Citrus Belt Savings & Loan Gallery

ADDITIONAL SERVICES:

- 1) Lighting system redesign (recommended by District Consultant);
- 2) Update Construction Documents;
- 3) Update T-24;
- 4) Process plans through City of Riverside;
- 5) Increase of Reimbursable Expenses due to unanticipated reprographic requirements by the City of Riverside.

PROFESSIONAL FEES

LPA will provide the services listed above for a fixed fee of \$17,420, including reimbursable expenses in the amount of \$10,000.

TOTAL COMPENSATION FOR AMENDMENT NO. 3 \$17,420



Agenda Item (VIII-D-4)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-4) |
| Subject | Change Order No. 1 for Moreno Valley Dental Education Center with FM & Sons, Inc. |
| College/District | Moreno Valley |
| Funding | Moreno Valley College and District Allocated Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees (1) approve project Change Order No. 1 with FM & Sons, Inc. in the amount totaling \$39,400.00, (2) approve the change order in excess of ten percent by a total of \$27,190.00. |

Background Narrative:

On April 19, 2011, the Board of Trustees approved an award of bid with FM & Sons, Inc. for the Moreno Valley Dental Education Center in the amount of \$122,100; services consisted of demolition, earthwork/grading, installation and maintenance of Storm Water Preventative Pollution Plan, site survey and construction staking.

Staff now requests approval of Change Order No. 1 with FM & Sons, Inc. in the total amount of \$39,400.00, bringing FM & Sons, Inc.'s contract to \$161,500.00, exceeding the allowable contingency by a total amount of \$27,190.00.

Prepared By: Tom Harris, Acting President, Moreno Valley College
David Bobbitt, Interim Vice President, Business Services
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
Bart Doering, Director, Construction

Attachments:

[Change Order Summary - MDEC](#)

Riverside Community College District
Facilities Planning and Development
Moreno Valley Dental Education Center

CHANGE ORDER SUMMARY

Change Order: 1
Contractor: FM & Sons, Inc.

| | | |
|--|----|------------|
| <i>Contract Amount:</i> | \$ | 122,100.00 |
| <i>Change Order No. 1 Amount</i> | \$ | 39,400.00 |
| <i>Revised Contract Sum:</i> | \$ | 161,500.00 |
| <i>Original Contract Contingency:</i> | \$ | 12,210.00 |
| <i>Remaining Contract Contingency:</i> | \$ | -27,190.00 |

Change Order No. 1 Description:

PCO #3 Revisions to Crawl Space Clearance: \$1,327.00

There was a discrepancy between details on Architects drawings and Portable Manufactures DSA pre-checked (P.C) documents as to the depth of the crawl space slab under the three modular buildings. After Architect review of the details, an additional excavation of 2" of all three buildings foundation was required.

Requested by: IOR

Accountability: Architect

PCO #4 Additional Demo/Grading: \$12,293.00

Originally, the utility rooms were located inside the buildings. Due to the excessive noise of the vacuum pumps, the College requested these utility rooms be relocated outside. Two addendums were issued adding utility room's enclosures outside the buildings with roofs/doors. DSA added ADA access into the trash dumpster enclosure as a result of this request.

Requested by: District

Accountability: College/District

PCO #11 Exporting additional soil: \$9,027.00

Due to overall jobsite conditions, additional export of grading material was required to get the building elevations lower for proper tie in to the existing asphalt and curb elevations surfaces. Topographical discrepancies were found when trying to tie in the new elevations to the existing top of asphalt and curb elevations and they were off a few inches in some areas and off a foot in others.

Requested by: District

Accountability: Architect

PCO #12 Re-mobilization to fine grade: \$3,000.00

The water utility pipe size connections shown on the Colleges as-built design plans were not accurate. The plumbing contractor had to trench thru the fine grading to connect the water utilities pipes into Lasselle Street. Additional mobilization was required along with fine grading where the water utilities pipes were placed, that was not in the contract.

Requested by: District

Accountability: District

PCO #13 and #14 Revised schedule and working around other trades: \$13,753.00

Due to the revisions of the site utilities and schedule impacts, the contractor had to re-work all areas where grading was already complete prior to the site utilities being installed. This includes all rough grade and most of the fine grade for the project. With the pre-scheduled delivery of Dental Equipment, a safe path of travel to each building had to be created, delaying the contractor to finish work but keeping the project on schedule to open for the fall semester.

Requested by: District

Accountability: District



Agenda Item (VIII-D-5)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-5) |
| Subject | Change Order No. 7 for Wheelock Gymnasium, Seismic Retrofit with Inland Building Construction Company |
| College/District | Riverside |
| Funding | Riverside City College Allocated Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees (1) approve project Change Order No. 7 with Inland Building Construction Company in the amount totaling \$25,892.17 and (2) approve the change order in excess of ten percent by a total of \$1,060,173.91. |

Background Narrative:

On May 25, 2010, the Board of Trustees approved award of bids for eleven (11) scopes of work in the amount of \$13,469,446 for the Wheelock Gymnasium, Seismic Retrofit project located at the Riverside City College. Included within the award of bids was a contract with Inland Building Construction Companies in the amount of \$2,497,000 for demolition/site work/ rough carpentry/metal studs, drywall and plaster.

Staff now requests approval of Change Order No. 7 with Inland Building Construction Companies in the total amount of \$25,892.17, totaling Inland Building Companies contract \$3,806,873.91, exceeding the allowable contingency by a total amount of \$1,060,173.91. Changes were due to the emergent repair of unforeseen building system failures, as well as late-occurring Division of the State Architect (DSA) required change orders.

Prepared By: Cynthia Azari, President, Riverside City College
Norm Godin, Vice President
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Change Order Summary - WSR](#)

Riverside Community College District
Facilities Planning and Development
Riverside Wheelock Gymnasium, Seismic Retrofit

CHANGE ORDER SUMMARY

Change Order: 7

Contractor: Inland Building Companies

| | | |
|--|----|------------------|
| <i>Contract Amount:</i> | \$ | 2,497,000.00 |
| <i>Change Order No. 1 Amount</i> | \$ | 148,774.60 |
| <i>Change Order No. 2 Amount</i> | \$ | 27,154.27 |
| <i>Change Order No. 3 Amount</i> | \$ | 57,004.87 |
| <i>Change Order No. 4 Amount</i> | \$ | 15,025.93 |
| <i>Change Order No. 5 Amount:</i> | \$ | 484,710.05 |
| <i>Change Order No. 6 Amount:</i> | \$ | 551,312.02 |
| <i>Change Order No. 7 Amount:</i> | \$ | <u>25,892.17</u> |
| <i>Revised Contract Sum:</i> | \$ | 3,806,873.91 |
| | | |
| <i>Original Contract Contingency:</i> | \$ | 249,700.00 |
| <i>Remaining Contract Contingency:</i> | \$ | -1,060,173.91 |

Change Order No. 7 Description:

| | |
|---|-------------|
| Bulletin #059 – Added fire sprinkler heads <i>Requested by: DSA</i> <i>Accountability: Architect</i> | \$5,217.86 |
| IB #060 – Additional parking lot signage <i>Requested by: City of Riverside</i> <i>Accountability: Code Requirement</i> | \$1,163.48 |
| FWD – Interim housing interior demolition <i>Requested by: District</i> <i>Accountability: District</i> | \$19,510.83 |



Agenda Item (VIII-D-6)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-6) |
| Subject | Change Orders 1 & 2 for Culinary Arts Academy and District Office with Southern California West Coast Electric and J.M. Farnan |
| College/District | Riverside |
| Funding | Riverside City College and District Allocated Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees (1) approve project Change Orders No. 1 and 2 with Southern California West Coast Electric in the amount totaling \$20,811, (2) approve the change order in excess of ten percent by a total of \$3,446.30; (3) approve project Change Order No. 2 with J.M. Farnan in the amount totaling \$50,701, (4) approve the change order in excess of ten percent by a total of \$41,733. |

Background Narrative:

On September 21, 2010, the Board of Trustees approved multiple prime construction for the Culinary Arts Academy and District Office (CAADO) project located in downtown Riverside. Also approved was an agreement with Tilden Coil Constructors, Inc. for construction management services for the project. On March 20, 2012, the Board of Trustees ratified a contract with Southern California West Coast Electric, Inc. in the amount of \$173,647 for electrical services and a contract with F.M. Farnan in the amount of \$174,500 for plumbing services.

Staff now requests approval of Change Order No. 1 and 2 with Southern California West Coast Electric, Inc. in the total amount of \$20,811, bringing Southern California West Coast Electric, Inc.'s total contract to \$194,458, exceeding the allowable ten percent contingency by a total of \$3,446.30.

Additionally, staff requests approval of Change Order No. 2 with J.M. Farnan in the total amount of \$50,701, bringing J.M. Farnan's total contract to \$233,683, exceeding the allowable ten percent contingency by a total of \$41,733.

Prepared By: Chris Carlson, Chief of Staff
Norm Godin, Vice President
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Change Order Summary - CAADO](#)

Riverside Community College District
Facilities Planning, Design and Construction
Culinary Arts Academy and District Office

CHANGE ORDER SUMMARY

Change Order: 1 & 2

Contractor: Southern California West Coast Electric

| | | |
|--|----|-------------------|
| <i>Contract Amount:</i> | \$ | 173,647.00 |
| <i>Change Order No. 1 Amount</i> | \$ | 18,400.00 |
| <i>Change Order No. 2 Amount</i> | \$ | 2,411.00 |
| <i>Revised Contract Sum:</i> | \$ | <u>194,458.00</u> |
| | | |
| <i>Original Contract Contingency:</i> | \$ | 17,364.70 |
| <i>Remaining Contract Contingency:</i> | \$ | - 3,446.30 |

Change Order No. 1 Description:

Cost associated with the added scope required by Riverside Public Utilities (RPU) – Power Division and AT&T for the u.g. utility structures being completed during the first project (Citrus Belt Savings and Loan Gallery - CBS&L) at the Market Street Properties for all three projects (CBS&L, CAADO, CSA). The added scope by RPU-Power was for rerouting the street light electrical across the property as it had previously used Fairmount Blvd. as a path of travel between University St. and Whittier Pl. However, the third slab box/vault and related conduit could not be engineered at this time without working drawings so the cost for these items is a credit. The added scope by AT&T consists of approximately 40 lf. of 4” u.g. conduit stub to the southern extremity of the CAADO project, and 178 lf. of 2” u.g. conduit to the Tilden-Coil Constructors trailer which needs to maintain temporary phone and data service until project completion in May 2012.
Requested by: Riverside Public Utilities – Power Division
Accountability: Final Plan Check Revisions

\$18,400.00

Change Order No. 2 Description:

Added 50 lf. of curb and one protective bollard to protect RPU-Power pull box at the southwest corner of the site.
Requested by: Riverside Public Utilities – Power Division
Accountability: Final Plan Check Revisions

\$2,411.00

Change Order: 2

Contractor: J.M. Farnan

| | | |
|--|----|-------------------|
| <i>Contract Amount:</i> | \$ | 174,500.00 |
| <i>Change Order No. 1 Amount</i> | \$ | 8,482.00 |
| <i>Change Order No. 2 Amount</i> | \$ | 50,701.00 |
| <i>Revised Contract Sum:</i> | \$ | <u>233,683.00</u> |
| | | |
| <i>Original Contract Contingency:</i> | \$ | 17,450.00 |
| <i>Remaining Contract Contingency:</i> | \$ | - 41,733.00 |

Change Order No. 2 Description:

Added scope for revisions to water improvement. One additional PIV, fire line size change from 6" to 8" diameter, and moving Citrus Belt Savings & Loan Gallery domestic water meter approximately 20 ft. farther west increasing length of 2" PVC.

\$4,108.00

Requested by: Riverside Public Utilities – Water Division

Accountability: Final Plan Check Revisions

Added scope for contractor to perform potholing within 13 ft. work zone by city forces, instead of this work being done by city forces. Contractor correctly excluded this work per their bid documents.

\$13,105.00

Requested by: Riverside Public Utilities – Water Division

Accountability: Final Plan Check Revisions

Added scope, asphalt demolition, grind, overlay, and patch in front of the new handicapped corner ramp due to it being too high to maintain 5% slope in front of the ramp.

\$24,380.00

Requested by: Riverside Public Utilities – Water Division

Accountability: Final Plan Check Revisions

Change is a result of additional asphalt patch required at the University Street side drive aisle (behind the original District offices) to allow access to the future CAADO construction site as well as to the Citrus Belt Savings and Loan building parking lot.

\$9,108.00

Requested by: Riverside Public Utilities – Power Division

Accountability: Final Plan Check Revisions



Agenda Item (VIII-D-7)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Facilities (VIII-D-7) |
| Subject | Construction Management and Architect Services Agreements for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts with Tilden-Coil Constructors and LPA |
| College/District | Riverside |
| Funding | Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Funds |
| Recommended Action | It is commended that the Board of Trustees (1) approve using Construction Management Multiple Prime contracting for the project; (2)approve the construction management agreement with Tilden-Coil Constructors, Inc. in an amount not to exceed \$4,216,062; and(3)approve the architect services agreement with LPA in an amount not to exceed \$2,131,599. |

Background Narrative:

Staff recommends the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project, be delivered using Construction Management Multiple Prime (CMMP) contracting, and staff requests approval of a construction management firm for the project. On June 15, 2010, the Board of Trustees approved five (5) construction management firms for future District project assignments on an individual, as needed basis. Staff recommends Tilden-Coil Constructors, Inc., a District pre-approved, minority owned, construction management firm, provide construction management services for the project located on University Avenue in downtown Riverside. The firm is recommended based on the Riverside City College and District's preference, proximity to the project site and experience with other projects within the College and District , including the Culinary Arts Academy and District Offices project. Services under this agreement would include management and oversight of bid preparation; cost estimating; construction execution; ensuring compliance with bid drawings and specifications, code compliance, and compliance with Division of the State Architect requirements.

The total fixed fee for construction management services for the CSA project is \$4,216,062 in total, consisting of \$1,696,466 for basic compensation fee, and \$2,519,595 for general conditions costs.

Additionally, an architectural services agreement with LPA at a fixed fee amount of \$2,131,599 for the CSA project is recommended for approval. Said agreement includes services pertaining to programming, schematic design, design development, construction documents, Leadership in Energy and Environmental Design (LEED) certification, Division of the State Architect (DSA) approval, construction administration, and DSA certification for the project.

Prepared By: Cynthia Azari, President, Riverside City College
Norm Godin, Vice President
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Construction Management Agreement](#)
[Architect Agreement - LPA](#)

CONSTRUCTION MANAGEMENT SERVICES (Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Project)

This Construction Management Services Agreement (“Agreement”) is made and entered into this 20th day of June, 2012 by and between Riverside Community College District (hereinafter “District”) and Tilden-Coil Constructors, Inc. (hereinafter referred to as “Construction Manager”) for construction management services relating to a multi-prime construction contract for construction of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts located on University Avenue in the city of Riverside, California (the “Project”).

ARTICLE 1 CONSTRUCTION MANAGER’S SERVICES AND RESPONSIBILITIES

Construction Manager represents to District that it has the necessary license for a Construction Manager as provided for in Government Code Section 4525, et seq. that it has expertise and experience in construction supervision; bid evaluation; project scheduling; cost benefit analysis; claims review and negotiation; and general management and administration of construction projects. Construction Manager covenants to provide its best skill and judgment in furthering the interests of District in the management of the construction of the Project. Construction Manager agrees to furnish efficient business administration and management services and to perform in an expeditious and economical manner consistent with the interests of District. The Construction Manager hereby designates the following:

Jason Howarth, LEED AP

The designee’s are Construction Manager’s representatives to the Owner. Any substitution of the Construction Manager’s representatives shall be approved in writing by the Owner. Construction Manager shall provide the following services with respect to the Project.

1.1 DESIGN PHASE.

The services to be provided during the Design Phase for the Project include, but are not limited to, providing responsible reporting, documentation, recommendations and supervision of the following services: pre-construction scheduling, review and recommendations during the design development stages from the schematic phase to the completion of working drawings, preparation of conceptual and periodic estimates, budget assessment and cost containment advice, value engineering studies and recommendations, and Construction Manager reviews.

1.1.1 Construction Management Plan. In consultation with the District’s architect (“Architect”), the Construction Manager shall prepare a Construction Management Plan for the Project which shall establish the scope for the Project and the general basis for the sequence of contracting for construction of the Project. In preparation for this Construction

Management plan, the Construction Manager shall evaluate the local construction market, the District's schedule and budget goals for the Project, develop various alternative approaches, and make recommendations to the District. Upon approval by the District of the Construction Management Plan for the Project, the Construction Manager shall prepare the Construction Management Plan in final form. This document shall indicate the Project's rationale and recommend the strategy for purchasing, construction, the various bid packages for Project, and a Master Project Schedule.

1.1.2 Master Project Schedule. The Construction Manager shall develop a Master Project Schedule for the Project, subject to approval by District, which shall contain key milestones to be accomplished by the participants, including milestone completion dates for the Architect's and any consultant's design activities. The Master Project Schedule shall be consistent with the schedule attached hereto as Exhibit "A" and incorporated herein. The Master Project Schedule shall contain a critical path Master Construction Schedule for the Project and shall provide all major elements.

If necessary, the Construction Manager shall periodically update the Master Project Schedule for the Project and submit each update to the District for the District's approval.

1.1.3 Project Budget. The Construction Manager shall provide a budget based upon the amounts provided by the District pursuant to Paragraph 2.2 ("Project Budget"). This budget shall include: the anticipated total of all of the separate contracts for the Project pursuant to Section 1.1.10 ("Construction Cost"); Construction Manager's compensation; and the General Conditions costs as provided in this Agreement. The Construction Manager shall review any Project requirements of District, the District's schedule goals, and existing budget data.

The Construction Manager shall make a report of the Project Budget to the District indicating: (1) shortfalls or surpluses in the budget, and (2) recommendations for cost reductions, value engineering, or revisions to the District's Project requirements. The Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Projects, if any, and to suggest alternate Bids in construction documents to adjust the construction costs to conform to the Project Budget.

1.1.4 Cost Management Procedures. The Construction Manager shall implement and maintain cost management procedures throughout the Design Phase for the Project. When design or programmatic changes are made and approved by the District, these changes shall be recorded and the cost effect shall be documented.

1.1.5 Construction Management Coordination and Value Engineering Review. The Construction Manager shall perform constructability reviews, utilizing a checklist type method such as Redicheck or some other form acceptable to District, and shall provide input to the District relative to means and methods of construction, duration of construction, and constructability. This checklist shall be made available to the District and the Architect.

1.1.6 Coordination/Value Engineering Review. With respect to the Project, the Construction Manager shall review the Architect's 50% and 90% contract document submissions and provide written comments on the coordination of the various disciplines, including civil, structural, architectural, mechanical, electrical, HVAC, plumbing, and landscape. The Construction Manager has no responsibility for the errors or omissions of the design professionals and is reviewing the design solely from the perspective of a Construction Manager.

1.1.7 Design Review and Comments. The Construction Manager shall provide coordination between the Architect and the District on the proper flow of information for the Project. The Construction Manager shall develop written procedures for orderly communication to all Project consultants. Construction Manager shall advise on-site use and improvements.

1.1.8 Cost Adjustment Sessions. The Construction Manager shall prepare for the District's approval a more detailed estimate of Construction Cost, as defined in Article 3, developed by using estimating techniques which anticipates the various elements of the Project. The Construction Manager shall update and refine this estimate at 50% and 90% completion of the Construction Documents. The Construction Manager shall advise the District and the Architect if it appears that the Construction Cost may exceed the budgeted amount for Construction Cost as set forth in the Project Budget. The Construction Manager shall make recommendations for corrective action to bring the Construction Costs within the District Budget.

A fixed limit has been established to the project budget under Paragraph 2.2. The Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Project, and to suggest alternate bids in the Construction Documents to adjust the Construction Cost to the budgeted amount for Construction Cost as set forth in the Project Budget, if necessary.

1.1.9 Assignment of Responsibility. The Construction Manager shall provide recommendations and information to the District regarding the assignment of responsibilities for safety precautions and programs; temporary Project facilities; and equipment, materials and services for common use of contractors. The Construction Manager shall verify that the requirements and assignment of responsibilities are included in the proposed contract documents.

1.1.10 Separate Contracts (Multi-Prime Contracting). The Construction Manager shall advise on the separation of the Project into separate contracts for various categories of work ("Contracts"). The Construction Manager shall advise on the method to be used for selecting contractors and awarding individual bids. The Construction Manager shall prepare and revise contractor pre-qualification documents and identify potential contractors for District approval. The Construction Manager shall inspect, review, revise and assure proper delivery, assembly of the Project manuals and specifications and shall manage and coordinate the development of construction documents with the Architect. The Construction Manager shall review drawings and specifications for the Contracts to provide that (1) the work of the separate contractors is coordinated, (2) all requirements for the Project have been assigned to the appropriate separate

Contract, (3) the likelihood of jurisdictional disputes has been minimized, and (4) proper coordination has been provided for phased construction.

1.1.11 Monthly Reports. With the District's assistance, Construction Manager shall provide a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The Construction Manager shall update the cash flow spread sheet monthly or as required by the District.

1.1.12 Coordination of Relocation of District Property. If applicable, Construction Manager shall coordinate the moving, relocation, temporary housing and storing of District's property prior to the construction phase for the Project.

1.1.13 State Chancellor and Other Public Agencies. The Construction Manager, in cooperation with the District and Architect, shall assist with the coordination and processing of all necessary paperwork and close-out documents with the State Chancellor, Division of the State Architect and any other applicable public agencies.

1.1.14 Professional Consultants. The Construction Manager shall assist the District, if required, in selecting and retaining the professional services of surveyors, special consultants and testing laboratories, and coordinate their services.

1.2 PLAN CHECK AND BIDDING PHASE.

1.2.1 Bidding Procedures. The Construction Manager shall develop and expedite bidding procedures for bid document issuance, bid tracking and receipt of proposals with regard to each of the Contracts. The Construction Manager shall also take the necessary procedures to administer any prequalification of potential contractors as directed by the District and ensure that all Contracts are competitively bid when required by law.

1.2.2 Public Relations Activities. The Construction Manager shall assist the District in all public relations including, but not limited to, preparation of Project information and attending internal and public meetings as required, including site meetings.

The Construction Manager shall be the point of contact for the entire community during all phases of construction in regards to any complaints, questions, safety issues, noise problems, dust problems, etc.

1.2.3 Generate Bidder Interest. The Construction Manager shall develop bidder's interest in the Project and shall maintain contact with potential bidders for the Contracts on a regular basis throughout the bid period. A telephone campaign shall be conducted by Construction Manager to stimulate and maintain interest in bidding on the Project.

1.2.4 Bid Advertisements. The Construction Manager shall coordinate the preparation and placement of the notices and advertisements to solicit bids for each of the Contracts as required by law in cooperation with the District.

1.2.5 Prepare and Expedite Bid Documents Delivery. The Construction Manager shall coordinate and expedite the preparation, assembly and delivery of bid documents and any addenda for each of the Contracts to the bidders including the following, as applicable:

- (a) Establish bid schedule by trade;
- (b) Prepare summaries of work bid packages;
- (c) Arranging for printing, binding and wrapping;
- (d) Arranging for delivery; and
- (e) Follow-up calls to the bidders.

The Construction Manager shall include the following requirements in all proposed Contract Documents:

- (a) The following bonding requirements:
 - (i) Performance bond at 100% of the contract amount.
 - (ii) Labor and material bond at 100% of the contract amount.
- (b) Insurance in amounts and coverage as directed by the District prior to bid.
- (c) All bonds must be provided by a California admitted surety.

1.2.6 Pre-Bid Conference(s). In conjunction with the Architect and District, the Construction Manager shall conduct the pre-bid conference(s). These conferences shall be a forum for the District, the Construction Manager, and Architect to present the District's Project requirements to the bidders, including prequalification requirements, as appropriate, and shall familiarize bidders with the particular Project, bid documents, management techniques and with any special systems, materials or methods.

1.2.7 Coordination and Inquiries. The Construction Manager shall coordinate communications related to bidder inquiries and seek resolution for the appropriate party and provide timely forwarding of such information to the bidders and District.

1.2.8 Addenda Review. The Construction Manager shall administer the addenda process and shall provide a review of each addendum during the bid phase for time, cost, or constructability impact, and make appropriate comments or recommendations.

1.2.9 Bidding of Work. All construction work for the Project shall be competitively bid when required by law and awarded in no more than two bid phases in accordance with normal requirements for general contractors. If the Project is funded with any State funds, Construction Manager shall comply with all applicable requirements. A bid phase summary shall be submitted with each bid phase package listing only the low bidders, their

contract amounts, the Construction Manager's fee and General Conditions costs assigned to each bid phase, summed as a total committed cost. Construction Manager shall assist District and Architect to ensure compliance with any Disabled Veteran Business Enterprise goals.

1.2.10 Bid Evaluation. The Construction Manager in cooperation with Architect shall assist the District in pre-qualification, the bid opening, evaluation of the bids for completeness, full responsiveness and price, including alternate prices and unit prices (if applicable), shall make a formal report to the District with regard to the potential award of a Contract, shall receive bids, prepare bids. The Construction Manager shall include a copy of the proposed Contract for each bidder recommended by the Construction Manager.

If applicable, the summary of bids shall classify all bids according to cost allowance categories. When a bid includes work in more than one cost category, the summary shall assign an appropriate amount to each.

Construction Manager shall certify in writing that the Contracts contained in the submittal for the District represents all the contracts required to perform the work in the plans and specifications for the Project, and that no additional contracts are foreseen to complete the necessary work for such Project. In the event the project experiences a "scope gap" within one of the respective bid packages, the Construction Manager shall coordinate with the appropriate Trade Contractors to establish a reasonable price for the work, to be issued to the District via change order. The Construction Manager, without additional compensation, shall perform the required construction management services to complete this work.

1.2.11 Rebidding. In the event the bids exceed the Project Budget and the District authorizes rebidding of all or portions of the Project, the Construction Manager shall cooperate in revising the scope and the quality of work as required to reduce the construction costs for the Project. The Construction Manager, without additional compensation, shall cooperate with the District and Architect as necessary to bring construction costs within the Project Budget. In the event the Construction Manager is required to rebid the project due to State funding issues and/or delays, the Construction Manager shall be compensated for the actual costs associated with the rebidding efforts.

1.2.12 Non-interest in Project. The Construction Manager shall not be a bidder, or perform work for any bidder on any individual Contract.

1.2.13 Purchase, Delivery and Storage of Materials and Equipment. If applicable, the Construction Manager shall investigate and recommend a schedule for the District's purchase of materials and equipment which are a part of the Project and require long lead time procurement, and coordinate the schedule with the early preparation of portions of the contract documents. The Construction Manager shall expedite and coordinate delivery of all purchases.

If applicable, the Construction Manager shall arrange for delivery and storage, protection and security for District-purchased materials, systems and equipment which are a part

of the Project, until such items are incorporated into the Project. The Construction Manager shall coordinate with or assign these activities to the appropriate contractor who is responsible for the installation of such materials, systems, and equipment.

1.2.14 Analysis of Labor. The Construction Manger shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations to minimize adverse effects of labor shortages.

1.3 CONSTRUCTION PHASE.

The Construction Phase for the Project shall commence with the award of the initial Contract and shall continue until sixty-five (65) days after the recording of a notice of completion for the Project or sixty-five (65) days after completion of the Project as defined in Public Contract Code Section 7107 whichever is earlier.

The Construction Phase consists of the coordination of all activities that are included in the construction of a particular Project. The Construction Manager shall be responsible for coordinating the work for the Project pursuant to the Master Project Schedule. The Construction Manager shall maintain communication with the District throughout the Construction Phase and shall provide responsible reporting and documentation prior to the contractors' pre-construction conference and shall be responsible for coordinating the site construction services provisions (general conditions items) including supervision and administration of the Project, conducting construction progress meetings, providing progress reports, processing contractors requests for information (RFI's), reviewing and recommending with the Architect the approval or disapproval of change orders and payments to the contractors, and maintaining record keeping to assist the District in negotiations, mediation or arbitration of claims or disputes.

1.3.1 Pre-Construction Conference(s). The Construction Manager shall conduct, in conjunction with the District and the Architect, pre-construction orientation conference(s) for the benefit of the successful contractors and shall serve to orient the contractors to the various reporting procedures and site rules prior to the commencement of actual construction. The Construction Manager shall obtain the certificates of insurance and bonds from the contractors and forward such documents after approval by the Construction Manager to the District.

1.3.2 Contract Administration. The Construction Manager, in cooperation with the Architect, shall administer the construction Contracts as set forth herein and as provided in the General Conditions of the Contacts for construction. The Construction Manager shall coordinate the preparation of construction staging areas on-site for the Project and shall coordinate the preparation of the site for construction, including, but not limited to, coordinating fencing, barricades or other items reasonably necessary for efficient construction. The Construction Manager shall also coordinate the mobilization of all contractors and shall coordinate construction sequencing.

In addition, the Construction Manager shall provide management and related services as required to coordinate work of the contractors with each other and the activities and responsibilities of the Architect and District in order to complete the Project in accordance with the Contract Documents and this Agreement and within the Project Budget. The Construction Manager shall provide sufficient organization, qualified and experienced personnel and management to carry out the requirements of this Agreement.

The Construction Manager shall maintain a competent full-time staff at the Project site for the purpose of coordinating and providing general direction for the work and progress of the contractors.

1.3.3 Submittal Procedures. The Construction Manager shall establish and implement procedures with the Architect and coordinate and review shop drawing submittals, requests for information, samples, product data, change orders, payment requests, material delivery dates and other procedures; and maintain logs, files and other necessary documentation. Construction Manager shall assist the Architect and the District's inspector with monitoring the certified payroll for the Project. The Construction Manager shall coordinate the dissemination of any information regarding submittals and consult with the Architect and the District if any Contractor requests interpretations of the meaning and intent of the Contract Documents, and assist in the resolution of questions which may arise.

1.3.4 Meetings. The Construction Manager shall coordinate and conduct preconstruction, construction and weekly job-site progress meetings with the Contractors and shall work with the Architect to ensure that the Architect records, transcribes and distributes minutes to all attendees, the District, and all other appropriate parties. The Construction Manager shall assist in the resolution of any technical construction issues.

1.3.5 Coordination of Technical Inspection and Testing. The Construction Manager shall coordinate with the District's certified inspector all testing required by the Architect or other third parties. If requested, the Construction Manager shall assist the District in selecting any special consultants or testing laboratories. All inspection reports shall be provided to the Construction Manager on a regular basis.

1.3.6 Construction Observation. The Construction Manager shall assist the District's inspector in observing that the materials and equipment being incorporated into the work are handled, stored and installed properly and adequately and are in compliance with the contract documents for the Project. The Construction Manager shall report to the District regarding the status of such activity. The Construction Manager shall endeavor to guard against defects and deficiencies and shall advise the District of any deviations, defects or deficiencies the Construction Manager observes in the work. The Construction Manager's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. These observations shall not, however, cause the Construction Manager to be responsible for those duties and responsibilities which belong to the District's inspector. The Construction Manager shall not be held responsible for the performance of the multiple prime contractors.

1.3.7 Non-Conforming Work. The Construction Manger shall, in conjunction with the District's inspector, review contractor's recommendations for corrective action on observed non-conforming work. The Construction Manager shall make recommendations to the District, the Architect and District' inspector in instances where the Construction Manager observes work that, in its opinion, is defective or not in conformance with the contract documents. The Construction Manager shall assist the District's inspector in observing the Contractor's work to verify that all authorized changes are properly incorporated in the Project. The Construction Manager shall report to the District regarding the status of such activity and provide a written record of the same.

1.3.8 Exercise of Contract Prerogatives. The Construction Manager shall advise the District and make recommendations to the District for exercising the District's Contract prerogatives, such as giving the Contractor notice to accelerate the progress when the schedule goals are in jeopardy due to Contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve Contract compliance.

1.3.9 Implementation of Master Project Schedule. The Construction Manager shall implement the Master Project Schedule and shall regularly update and maintain the Master Project Schedule incorporating the activities of Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products requiring long lead time procurement. The Master Project Schedule shall include the District's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update, reissue and distribute the Master Project Schedule as required to show current conditions and revisions required by the actual experience. The Construction Manager shall be entitled to compensable time extensions for all delays to the Project, except delays resulting from the negligence of the Construction Manager.

1.3.10. Safety Programs. To the extent required by OSHA or any other public agency, Construction Manager shall obtain each Contractor's safety programs and monitor their implementation along with any necessary safety meetings. Construction Manager shall ensure that such safety programs are submitted to the District.

1.3.11 Endorsements of Insurance, Performance/Payment Bonds. The Construction Manager shall receive and review Endorsements of Insurance, Performance/Payment Bonds from the Contractors and forward them to the District with a copy to the Architect prior to commencement of any work by such contractors. Construction Manager shall inform the District of any noted deficiencies in insurance, or books submitted.

1.3.12 Changes in Construction Cost. The Construction Manager shall revise and refine the approved estimate of Construction Cost, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed.

The Construction Manager shall provide regular monitoring of the approve estimate of Construction Cost, showing actual costs for activities in progress and estimates for uncompleted tasks. The Construction Manager shall identify variances between actual and budgeted or estimated costs and advise the District and the Architect whenever the Project's costs appear to be exceeding budgets or estimates.

1.3.13 Construction Progress Review. The Construction Manager shall keep a daily log containing a record of weather, the Contractors working on the site, number of workers, work accomplished, problems encountered, and other relevant data or such additional data as the District may require. The Construction Manager shall make the log available to the District upon request. The Construction Manager shall prepare and distribute the construction schedule updates to the Master Project Schedule on a monthly basis to maintain the Master Project Schedule. After an evaluation of the actual progress as observed by the Construction Manager, scheduled activities shall be assigned percentage-complete values. The report shall reflect actual progress as compared to scheduled progress and note any variances. The Construction Manager shall identify problems encountered in accomplishing the work and recommend appropriate action to the District to resolve these problems with a minimum effect on the timely completion of the Project. If requested by the District, the Construction Manager shall assist the Contractor(s) in preparing a recovery schedule. The recovery schedule shall reflect the corrective action costs (if any) and efforts to be undertaken by the contractor(s) to recapture lost time. This recovery schedule shall be distributed to the Contractor(s), the District, Architect and other appropriate parties.

1.3.14 Maintain On-Site Records. The Construction Manager shall develop and implement a comprehensive document management program. The Construction Manager shall maintain at the Project site, on a current basis: a record copy of all Contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; Titles 21 and 24 of the California Code of Regulations; the California Uniform Building Code; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the Contracts. The Construction Manager shall maintain records in duplicate, of principal building layout lines, elevations for the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer, if necessary. The Construction Manager shall make all records available to the District. At the completion of the Project, the Construction Manager shall deliver all such records to the Architect, so the Architect may complete the record as-built drawings.

1.3.15 Schedule of Values and Processing of Payments. The Construction Manager shall review and approve each Contractor's schedule of values for each of the activities included in that Contractor's schedule of events. The Construction Manager shall develop and maintain a master schedule of values. The Construction Manager shall develop and implement procedures for the review and processing of applications by Contractors for progress and final payments. As part of the evaluation of progress payments, the Construction Manager shall review all "as-built" documents and ensure that the Contractor's "as-built" documents are

updated and current. The Construction Manager shall review with the Architect and make recommendations to the District pertaining to payments to the Contractors.

1.3.16 Evaluate Proposal Costs. The Construction Manager shall evaluate Contractors' proposal costs and make a formal recommendation to the District regarding the acceptance of any proposals for a change order.

1.3.17 Negotiations of Change Order Costs and Time Extensions. The Construction Manager shall assist the District and the Architect representative in negotiating any change order costs and time extensions.

1.3.18 Change Order Reports. The Construction Manager shall not issue instructions contrary to the contract between District and a Contractor, or between the District and Architect. The Construction Manager shall ensure that all changes to the Contract between the District and a Contractor shall be by change order executed by the District. Any communication between the Construction Manager and the Contractors shall not in any way be construed as binding on the District, or releasing the Contractor from fulfillment of any of the terms of the Contract. For the Project, the Construction Manager shall prepare and distribute change order reports on a monthly basis throughout the Construction Phase. This report shall provide information pertaining to proposed and executed change orders and their effect on the Contract price and Master Project Schedule as of the date of the report.

1.3.19 Contractor Claims. The Construction Manager shall be given copies of all notices of claims by Contractors against the District for any alleged cause. The Construction Manager, jointly with Architect, shall perform evaluation of the contents of the claim within twenty-five (25) days, and make recommendations to the District. If requested by the District, the Construction Manager shall prepare estimates based on any alleged cause of claims submitted by the Contractor(s) and shall prepare alternate estimates based on varying scenarios of the claim cause. These estimates shall be transferred to the District and shall be used in claim rulings and negotiations. If requested by the District, the Construction Manager shall analyze the claims for extension of time and prepare an impact evaluation report which reflects the actual impact to the Master Construction Schedule. The report shall also provide a narrative including a recommendation for action to the District. If requested by the District, the Construction Manager shall negotiate claims with the Contractor(s) on behalf of the District. The Construction Manager shall make a written recommendation to the District concerning settlement or other appropriate action. Excepting those claims of which the Construction Manager is responsible, Construction Manager's obligations pursuant to this Paragraph shall cease upon completion of the Project as defined in Paragraph 1.3 of this Agreement.

1.3.20 Project Status Reports. The Construction Manager shall prepare and distribute monthly a Project Status Report. The Construction Manager shall ensure that the Verified Reports required by Title 24 of the California Code of Regulations be completed quarterly by the contractors for the Project.

1.3.21 Equipment Instruction Manuals, Warranties and Releases. The Construction Manager shall obtain all written material such as operations and maintenance manuals, warranties, affidavits, releases, bonds, waivers and guarantees for all equipment installed in the Project. All such materials, including equipment instruction material, keys and documents shall be reviewed and delivered to appropriate District personnel.

1.3.22 Completion of Contracts and Project. When the Construction Manager considers a Contractor's work or a designated portion thereof complete, the Construction Manager shall prepare for the Architect a list of incomplete or unsatisfactory items ("Punch-list") and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections.

The Construction Manager shall coordinate the correction and completion of the work. The Construction Manager shall assist the Architect in determining when the Project or a designated portion thereof is complete. The Construction Manager shall prepare a summary of the status of the work of each contractor, listing changes in the previously issued Punch-list and recommending the times within which contractors shall complete the uncompleted items on the Punch-list.

1.3.23 As-Built Documents. The Construction Manager shall perform coordination, supervisory and expediting functions in connection with the contractor's obligation to provide "as-built" documents and make recommendations for adequate withholding of retention in the event that a contractor fails to provide acceptable "as-built" documents.

1.3.24 Training Sessions. The Construction Manager shall coordinate and schedule training sessions, if necessary, for the District's personnel and shall require that the Contractor's obligation in providing this training is fulfilled.

1.3.25 Recommendations to District. The Construction Manager shall endeavor to achieve satisfactory performance from each Contractor. The Construction Manager shall recommend courses of action to the District when requirements of a Contract are not being fulfilled, and the nonperforming party shall not take satisfactory corrective action.

1.3.26 Accounting Records. The Construction Manager shall establish and administer an appropriate Project accounting system in conjunction with the District and shall maintain cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.

1.3.27 Permits. The Construction Manager shall assist the District in obtaining all necessary permits for the Project, including without limitation, building, grading, and occupancy permits. This task may encompass accompanying governmental officials (Fire Marshal, DSA, Health Department, etc.) during inspections, assisting in preparing and submitting proper documentation to the appropriate approving agencies, assisting in final testing and other necessary and reasonable activities.

1.3.28 Initial Start-up and Testing. With the Architect and the District's maintenance personnel, the Construction Manager shall observe the Contractors' proper installation of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing for the Project. The Construction Manager shall coordinate and assist District in the move-in for the Project.

1.3.29 Final Completion and Project Report. The Construction Manager, in conjunction with the Architect and the District's inspector, shall at the conclusion of all corrective action of Punch-list items, make a final comprehensive review of the Project, make a report to the District which indicates whether the Construction Manager and the Architect find the work performed acceptable under the Contract Documents and the relevant Project data, and make recommendations as to final payment and the notice of completion to the Contractor(s) for the Project. At the conclusion the Project, the Construction Manager shall prepare final accounting and close-out reports of all above indicated report systems. These reports shall summarize, for historical purposes, any items which are not self-explanatory.

1.3.30 Warranty. The Construction Manager, shall assist the owner by coordinating and scheduling all warranty work as pertains to Section 1.3.21 (above), throughout the 1 year construction warranty period.

1.4 TIME.

1.4.1 The Construction Manager shall perform the services set forth in this Agreement as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Projects.

1.4.2 In the event the construction time requirements set forth in Section 1.1.2 of this Agreement are exceeded, and the delay is caused by the negligence of the Construction Manager, there will be no additional compensation, i.e. extended general conditions provided by the District to the Construction Manager.

1.4.3 Construction Manager shall be entitled to compensation and an extension of time for the time of completion and shall not be subject to a claim for liquidated damages for delays which may arise due to an Act of God as defined in Public Contract Code Section 7105 if the act of God affects the progress of the work or the governmental agency from which approvals are necessary for completion of the Project, but Construction Manager shall have no claim for any other compensation for such delay. Should the schedule for the Project be extended due to an act of God as discussed above, the Construction Manager's performance contract shall be extended and the Construction Manager shall be compensated for this extension under the provisions of Section 4.4 of this Agreement.

1.4.4 The Construction Manager shall provide preconstruction and construction services based on the assumed project scope of work, plans, specifications and schedule. The project shall be staffed in a manner to provide the highest level of service and to meet the project

objectives for the defined time period. This Agreement includes the staffing requirements for pre-construction services for 17 months, and includes the staffing needs for construction services for 24 months.

1.4.5 In the event the project experiences any delays caused by unforeseen conditions, schedule delays due to Division of the State Architect approvals, delays due to RFI or Submittal responses, District driven changes, or any other delays not caused by the negligence of the Construction Manager that extend the specific schedule durations referenced in Article 1.4.4, the Construction Manager shall be compensated, per Article 4.4 for those additional services rendered.

ARTICLE 2 THE DISTRICT'S RESPONSIBILITIES

2.1 The District shall provide full information regarding the requirements of the Project including the District's objectives, constraints and criteria.

2.2 Prior to the commencement of the Design Phase for the Project, the District shall provide a financial plan and budget to be utilized by Construction Manager as set forth in Section 1.1.3 of this Agreement.

2.3 The District shall designate a representative ("District Representative") to act on the District's behalf with respect to each Project. The District, or the District Representative, if authorized, shall render decisions promptly to avoid unreasonable delay in the progress of the Construction Manager's services.

2.4 The District shall furnish tests, inspections and reports as required by law or the contract documents.

2.5 The services, information and reports required by Paragraphs 2.1 through 2.4, inclusive, shall be furnished at District's expense.

2.6 If the District observes or otherwise becomes aware of any fault or defect in the Project, or nonconformance with the contract documents, prompt notice thereof shall be given by the District to the Construction Manager.

2.7 The District reserves the right to perform work related to the Project with the District's own forces and/or to award contracts in connection with the Project. The Construction Manager shall notify the District within ten (10) days of actual knowledge of the District's intent to perform work related to the Project with the District's own forces and/or to award contracts in connection with the Project, if any such independent action shall in any way compromise the Construction Manager's ability to meet the Construction Manager's responsibilities under this Agreement.

2.8 The District shall retain an Architect whose services, duties and responsibilities are described in the Agreement between the District and the Architect. The terms and conditions of the District-Architect agreement shall be furnished to the Construction Manager.

ARTICLE 3 CONSTRUCTION COST AND PROJECT BUDGET

3.1 The Construction Cost of the Project shall be the total of the final contract sums of all of separate contracts of contractors for the Project, and shall not exceed the budgeted amount for the Construction Cost as set forth in the Project Budget. The Construction Manager shall not be held liable for cost overruns to the construction budget, unless they are the direct result of the Construction Managers negligence. However, if the bid results are five percent (5%) or greater than the budget, than, without additional compensation, the Construction Manager will make recommendations to the District and Architect for measures to reduce the Estimate of Construction Costs to conform to the Construction Budget for the Project.

3.2 Construction Cost shall not include the compensation of Construction Manager, the Architect and other consultants, general conditions, the cost of land, rights-of-way and other costs which are the responsibility of District as provided in Article 2 hereof, inclusive.

3.3 The Project Budget has been established under paragraph 2.2 hereof by the allowance for construction. Construction Manager shall consult with the Architect and District to suggest reasonable adjustments in the scope of the Project, and to suggest alternate bids in the construction documents to adjust the construction Project costs so that it does not exceed the Project Budget.

3.4 If the fixed limit of Construction Cost as set forth in the Project Budget is exceeded by the sum of the lowest figures from bona fide bids, District shall (1) give written approval of an increase in such fixed limit, (2) authorize rebidding of the Project or portions of the Project within a reasonable time, (3) cooperate in revising the scope and the quality of the work as required to reduce the Construction Cost or (4) reject all bids and abandon the Project. In the case of items (2) and (3), Construction Manager, without additional compensation, shall cooperate with District and Architect as necessary, including providing services as set forth in Article I, to bring the Construction Cost within the fixed limit of the Project Budget.

3.5 With the District's assistance, Construction Manager shall provide, on a monthly basis, a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The Construction Manager shall update the cash flow spread sheet monthly or as required by the District.

Construction Manager shall provide for the District's review and acceptance, a monthly report for the Project. This report shall show the status for the Project that is under construction pertaining to this contract. With the District's assistance, the Construction

Manager shall provide all construction related agenda items. Examples: change orders, notices to proceed, notice of completion, authorization to bid, award of contracts, etc.

ARTICLE 4
BASIS OF COMPENSATION AND PAYMENT

District shall compensate Construction Manager for the services required hereunder, as follows:

4.1 BASIC COMPENSATION FEE.

4.1.1 The Construction Manager shall receive a Construction Management fee ("C/M Fee"), for all Construction Management Services for the Project. The amount of the C/M Fee has been determined on the basis of five and on half percent (5.5%) of the cost of the Trade Contracts for the Project, currently estimated to be \$30,844,836 for an estimated C/M Fee of \$1,696,466. If the Construction Cost Budget is revised, during the preconstruction phase of the project, with the concurrence of the District, this agreement shall be amended with a revised budget and the C/M fee shall be adjusted according to the fee percentage. Prior to the completion of the project, the C/M fee shall be adjusted based on the value of all trade contracts and change orders. District shall compensate Construction Manager for the services required hereunder, as follows:

4.1.1.1 Construction Manager's Services, as described in Article 1.1 shall be: \$508,940

4.1.1.2 Construction Manager's Services, as described in Article 1.2 shall be: \$1,102,703

4.1.1.3 Construction Manager's Services, as described in Article 1.3 shall be: \$84,823

4.1.2 GENERAL CONDITIONS COSTS.

General Conditions as described in Article 5 shall be reimbursed at cost in accordance with Article 5 with the total not to exceed \$2,519,596.

4.2 PAYMENT

4.2.1 BASIC COMPENSATION PAYMENT:

4.2.1.1 Pre-Construction Invoicing. Construction Manager shall invoice 30% of the Basic Services for the services set forth in Articles 1.1 and 1.2 in equal monthly increments, from the time the Construction Manager begins work on the Project to the commencement of the Construction Phase time the contractor is selected by the District.

4.2.1.2 Construction Invoices. Construction Manager shall invoice 65% of the Basic Services Fee in equal monthly increments during the Construction Phase.

4.2.1.3 Project Retention. Construction Manager shall invoice 5% of the Basic Services Fee 35 days after the District files the last Notice of Completion for the Project or at project substantial completion, whichever comes first.

4.2.2 GENERAL CONDITIONS PAYMENT.

Construction Manager shall invoice General Conditions costs monthly during the duration of the preconstruction and construction work. All General Condition costs must be supported by an invoice, receipt, an employee time sheet, or other acceptable documentation.

4.3.2 PAYMENT OF INVOICES.

District shall make payments to Construction Manager within thirty (30) days of receipt of the appropriate and approved invoice from Construction Manager.

4.4 ADDITIONAL COMPENSATION.

Construction Manager shall not be entitled to additional compensation unless there are unusual and unanticipated circumstances and only when approved in writing by District, in advance of such services being provided. If the Construction Manager shall claim compensation for any damage sustained by reason of the acts of the District or its agents, Construction Manager shall, within ten (10) days after sustaining of such damage, make to the District a written statement of the damage sustained. On or before the 15th day of the month succeeding that in which such damage shall have been sustained, the Construction Manager shall file with the District an itemized statement of the details and amount of such damage in accordance with this Article, and unless such statement is submitted, any claims by Construction Manager shall be forfeited and invalidated and Construction Manager shall not be entitled to consideration for payment on account of any such damage. In the event extra compensation is approved, extra compensation shall be computed at cost plus ten percent (10%) of billings to Construction Manager by Construction Manager's consultants and for other costs incurred by the Construction Manager and at the following hourly rates for Construction Manager's employees:

| | |
|---------------------------------------|-----------|
| Principal In-Charge/Project Executive | \$ 160.00 |
| Project Manager | \$ 140.00 |
| General Superintendent | \$ 130.00 |
| Project Superintendent | \$ 120.00 |
| Estimating/Precon Services Manager | \$ 120.00 |
| BIM/Constructability Manager | \$ 120.00 |
| Scheduling Manager | \$ 85.00 |
| Field Engineer | \$ 85.00 |
| Clerical Assistance | \$ 50.00 |

ARTICLE 5
GENERAL CONDITIONS

Construction Manager shall provide the General Conditions for the Project. General Conditions of the Project are defined as those generic support activities which must be in place to support all construction aspects of the Project. These support activities are set forth in the Reimbursable Expenses and General Conditions Estimate attached hereto as Exhibit "B".

In no event shall the General Condition costs exceed \$2,519,596, unless the completion date of the project is exceeded by no negligence caused by the Construction Manager. The General Condition costs includes a reimbursable allowance of \$100,000.

All General Condition costs associated with the preconstruction and construction services are inclusive within the value as defined in Article 4.1.2. All reimbursable expenses shall be billed at their actual cost, and the Construction Manager shall take all reasonable steps necessary to obtain the most competitive prices available for these items. If Construction Manager desires to be reimbursed for any other General Conditions costs not specifically set forth in this Article, prior to the commencement of the Construction Phase, Construction Manager shall submit a list of these General Condition items to District for District's approval. The cost of any additional items shall not be reimbursable unless advance written authorization is provided by the District to Construction Manager to obtain the item.

ARTICLE 6
TERMINATION, ABANDONMENT OR SUSPENSION OF WORK

6.1 TERMINATION OF CONSTRUCTION MANAGER SERVICES.

The District may give seven (7) days written notice to Construction Manager of District's intent to suspend or terminate the Construction Manager's services under this Agreement for failure to satisfactorily perform or provide prompt, efficient or thorough service or Construction Manager's failure to complete its services or otherwise comply with the terms of this Agreement. If after the expiration of such seven (7) days, Construction Manager fails to cure the performance as set forth in the District's notice of intent to suspend or terminate the Construction Manager's services, District may issue a notice of termination or suspension. At that time, Construction Manager's services shall be suspended or terminated as set forth in District's notice.

District shall also have the right in its absolute discretion to terminate this Agreement in the event the District is not satisfied with the working relationship with Construction Manager and without cause following twenty-one (21) days prior written notice from District to Construction Manager.

6.2 CONTINUANCE OF WORK.

In the event of a dispute between the parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not

performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, Construction Manager agrees to continue the work diligently to completion. If the dispute is not resolved, Construction Manager agrees it shall neither rescind the Agreement nor stop the progress of the work, but Construction Manager's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Project has been completed, and not before.

6.3 ABANDONMENT OF A PROJECT.

The District has the absolute discretion to suspend or abandon all or any portion of the work on the Project and may do so upon fourteen (14) day written notice to the Construction Manager. Upon notice of suspension or abandonment, Construction Manager shall immediately discontinue any further action on the Project. If the entire work to be performed on the Project is abandoned, the parties shall each be relieved of the remaining executory obligations of the Agreement, as it relates to the Project, but shall not be relieved of any obligations arising prior to said abandonment.

6.4 COMPENSATION IN THE EVENT OF TERMINATION, ABANDONMENT OR SUSPENSION.

In the event the District terminates, abandons or suspends the work on the Project, there shall be due and payable within thirty (30) days following such termination, abandonment or suspension a sum of money sufficient to increase the total amount paid to Construction Manager to an amount which bears the same proportion to the total fee as the amount of services performed or provided by Construction Manager prior to the time of such termination, suspension or abandonment of this Agreement bears to the entire services Construction Manager is required to perform or provide for the Project.

In the event of termination due to a breach of this Agreement by Construction Manager, the compensation due Construction Manager upon termination shall be reduced by the amount of damages and liquidated damages sustained by District due to such breach.

In the event that District chooses to abandon the Project or terminate the Agreement without cause, Construction Manager shall, in addition to the compensation described above, also be reimbursed for reasonable termination costs through the payment of (1) 3% of the Construction Management Fees incurred to date if less than 50% of the Construction Management Fees have been paid; or (2) 3% of the remaining Construction Management Fees if more than 50% of the Construction Management Fees have been paid. This payment is agreed to compensate Construction Manager for any damages resulting from early termination and is consideration for entry into this termination for convenience clause.

6.5 DELIVERY OF DOCUMENTS.

Upon termination, abandonment or suspension, Construction Manager shall deliver to District all documents and matters related to the Project.

ARTICLE 7
INDEMNIFICATION

To the fullest extent permitted by law, Construction Manager agrees to indemnify, defend and hold District entirely harmless from all liability arising out of:

(a) Any and all claims under workers' compensation acts and other employee benefit acts with respect to Construction Manager's employees or Construction Manager's subcontractors' employees arising out of Construction Manager's work under this Agreement; and

(b) Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Construction Manager or any person, firm or corporation employed by the Construction Manager upon or in connection with the Project, except for liability resulting from the sole or active negligence, or willful misconduct of the District, its officers, employees, agents or independent contractor's who are directly employed by the District;

(c) Any loss, injury to or death or persons or damage to property caused by any act, neglect, default or omission of the Construction Manager, or any person, firm or corporation employed by the Construction Manager, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Project, including injury or damage either on or off District property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the District.

The Construction Manager at Construction Manager's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy and judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof. The Construction Manager shall not indemnify the District's Architect or Design Consultants.

ARTICLE 8
SUCCESSORS AND ASSIGNS OR CONFLICT OF INTEREST

8.1 Successors and Assigns. This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that the Construction Manager shall not assign or transfer by operation of

law or otherwise any or all rights, burdens, duties, or obligations without prior written consent of the District. Any attempted assignment without such consent shall be invalid.

8.2 Corporate Status. In the event of a change in the corporate status of the Construction Manager, the Owner shall have the right to review the conditions of said change, and if warranted, exercise Section 6.1 Termination of Construction Manager Services.

8.3 Conflict of Interest. For the term of this Agreement, no member, officer or employee of the Owner, during the term of his or her service with the Owner, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising there from.

8.4 Conflict of Employment. Employment by the Construction Manager of personnel on the payroll of Owner shall not be permitted in the performance of the Services, even though such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by the Construction Manager of personnel who have been on the Owner's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon the Construction Manager securing this or related Agreements with the Owner, is prohibited.

8.5 Fiduciary Responsibilities. The Construction Manager accepts the relationship of trust and confidence established with the Owner by this Agreement. The Construction Manager covenants with the Owner to furnish his best skill and judgment and to cooperate with the Owner's Design Professional in furthering the interests of the Owner. The Construction Manager agrees to furnish efficient business administration and superintendence and to use the Construction Manager's best efforts at all times in the most expeditious and economical manner consistent with the interest of the Owner.

ARTICLE 9 APPLICABLE LAW

This Agreement shall be governed by the laws of the State of California, however, in the event that the District receives any State funding for the Project, this Agreement shall also be governed by any applicable laws and/or regulations relating to such State funding ("Applicable Law"). To the extent that there is any inconsistency between this Agreement and the Applicable Law, or this Agreement omits any requirement of the Applicable Law, the language of the Applicable Law, in effect on the date of the execution of this Agreement, shall prevail.

ARTICLE 10 CONSTRUCTION MANAGER NOT AN OFFICER OR EMPLOYEE OF DISTRICT

While engaged in carrying out and complying with the terms and conditions of this Agreement, the Construction Manager is an independent contractor and not an officer or employee of the District.

ARTICLE 11 INSURANCE

11.1 The Construction Manager shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District which will protect Construction Manager and District from claims which may arise out of or result from Construction Manager's actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(a) The Construction Manager shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California in an amount not less than One Million Dollars (\$1,000,000).

(b) Comprehensive general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage
4. Products/completed operations; and
5. Personal injury.

(c) Professional liability insurance, including contractual liability, with limits of \$1,000,000, per occurrence. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least three (3) years thereafter and/or at rates consistent with the time of execution of this Agreement adjusted for inflation.

11.2 Each policy of insurance required in (b) above shall name District and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Construction Manager hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to District prior to cancellation; and, shall waive all rights of subrogation. Construction Manager shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Construction Manager shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Construction Manager fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of an for the

account of Construction Manager, and in such event Construction Manager shall reimburse District upon demand for the costs thereof.

ARTICLE 12
EXTENT OF AGREEMENT

12.1 This Agreement represents the entire and integrated agreement between the District and the Construction Manager for this Project and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the District and the Construction Manager

The parties, through their authorized representatives, have executed this Agreement as of the day and year first written above.

CONSTRUCTION MANAGER:

DISTRICT:

Tilden-Coil Constructors, Inc.

Riverside Community College District

By: _____

By: _____

Brian Jaramillo
President
3612 Mission Inn Ave
Riverside, CA 92501

James L. Buysse
Vice Chancellor
Administration and Finance

EXHIBIT "A"

PROPOSED PROJECT SCHEDULE

The Proposed Project Schedule shall be submitted for District approval once the project scope has been finalized.

EXHIBIT "B"

REIMBURSABLE EXPENSES AND GENERAL CONDITIONS ESTIMATE

The following items identified as Reimbursable Expenses shall be provided under the Construction Manager's direction and shall be reimbursable items under this Agreement. These items and services shall be billed at their actual cost, and the Construction Manager shall take all reasonable steps necessary to obtain the most competitive prices available for these items. The cost for any additional items shall not be reimbursable unless advance written authorization is provided by the Owner to the Construction Manager to obtain the item. Reimbursable expenses to be submitted at time of project estimate.

EXHIBIT "B" (continued)

1 / 2



Original: 09/08/11
Update: 04/24/12
Preconstruction Duration: 17.00 Months
Project Duration: 22.00 Months

**RIVERSIDE SCHOOL FOR THE ARTS
General Conditions Estimate**

| Description | Qty | Unit | Unit Cost | Total | General Conditions | Owner Expense | By Others |
|--|-----|------|-----------|---------------------|--------------------|---------------|-----------|
| PRECONSTRUCTION | | | | | | | |
| Project Executive | | | | | X | | |
| Preconstruction Manager | | | | | X | | |
| Senior Estimator | | | | | X | | |
| BIM Manager | | | | | X | | |
| Project Manager | | | | | | | |
| Project Engineer | | | | | X | | |
| Preconstruction Coordinator | | | | | X | | |
| Materials/Blueprints/Plans | | | | | X | | |
| Legal Advertising | | | | | X | | |
| PRECONSTRUCTION SUB-TOTAL | | | | \$ 154,713 | | | |
| CONSTRUCTION LABOR | | | | | | | |
| Project Executive | | | | | X | | |
| BIM Manager | | | | | | | |
| Supervision #1 | | | | | X | | |
| Supervision #2 (Garage) | | | | | X | | |
| Project Manager | | | | | X | | |
| Project Engineer | | | | | X | | |
| Project Engineer | | | | | X | | |
| Project Administrative Assistant | | | | | X | | |
| General Labor | | | | | | | X |
| CONSTRUCTION SUB-TOTAL | | | | \$ 1,841,008 | | | |
| CONSTRUCTION MATERIAL / REIMBURSABLES | | | | | | | |
| General Clean Up (labor & bins) | | | | | | | X |
| Final Clean Up | | | | | X | | |
| Punch List | | | | | X | | |
| Safety Measures | | | | | X | | |
| Traffic Control / Signage | | | | | | | X |
| Dust Control | | | | | X | | |
| Dewatering/Erosion Control | | | | | X | | |
| Weather Protection | | | | | X | | |
| Temporary Heating | | | | | | | |
| Trailer Rental & Expenses | | | | | X | | |
| Trailer Mobilization & Set up & tear down | | | | | X | | |
| Trailer Alarm (includes commissioning) | | | | | X | | |
| Caretaker/Security | | | | | | X | |
| Warehouse | | | | | | X | |
| Signs & Bulletin Boards | | | | | X | | |
| Temp Power Poles & Connection | | | | | X | | |
| Toilets / Hand Wash | | | | | X | | |
| Trash Bins | | | | | X | | |
| Storage Bins | | | | | X | | |
| Fencing | | | | | X | | |
| Temp Lighting | | | | | | | X |
| Extend Temp Utilities | | | | | X | | |
| Management Fuel | | | | | X | | |
| Supervision Fuel | | | | | X | | |

EXHIBIT "B" (continued)

2 / 2



Original: 09/08/11
Update: 04/24/12
Preconstruction Duration: 17.00 Months
Project Duration: 22.00 Months

RIVERSIDE SCHOOL FOR THE ARTS
General Conditions Estimate

| | | | | | | | |
|--|---|----|------------|---------------|---|---|---|
| Equipment Fuel | | | | | | | X |
| Small Tools/Equipment Repair | | | | | | | X |
| Equipment Rental | | | | | | | X |
| Radios | | | | | | | X |
| Management Vehicle | | | X | | | | |
| Supervision Vehicle | | | X | | | | |
| Document Archive / Storage | | | | | X | | |
| Blueprints/Plans (does not include bid printing) | | | | | X | | |
| Photos/Film/Video | | | | | X | | |
| Surveying | | | | | X | | |
| C.P.M. Schedule | | | | | X | | |
| Material Testing | | | | | | X | |
| Special Inspections | | | | | | X | |
| Soils Testing | | | | | | X | |
| Daily Work Transcriptions | | | X | | | | |
| Internet Services | | | X | | | | |
| Telephones | | | | | X | | |
| Pay Phones | | | | | | X | |
| Cellular Phones | | | X | | | | |
| Water | | | X | | | | |
| Hydrant Meters | | | X | | | | |
| Power | | | X | | | | |
| Office Equipment | | | | | X | | |
| Office Supplies | | | | | X | | |
| Office Cleaning | | | | | X | | |
| Drinking Water | | | | | X | | |
| Postage/Shipping | | | | | X | | |
| Permits/Fees/Licenses | | | | | | X | |
| Course of Construction Insurance | | | | | | X | |
| Professional Errors & Omission Insurance | | | | | X | | |
| District Directed Reimbursable Allowance | 1 | ls | \$ 100,000 | \$ 100,000.00 | | | X |
| CONSTRUCTION MATERIAL / REIMBRUSABLE SUB-TOTAL \$ 523,875 | | | | | | | |
| Total General Conditions Estimate: \$ 2,519,596 | | | | | | | |

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA

This AGREEMENT is made and entered into on June 20, 2012, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and LPA, hereinafter referred to as "ARCHITECT". This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a "PARTY" and collectively as the "PARTIES". This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for Henry W. Coil, Sr. and Alice Edna Coil School for the Arts, hereinafter referred to as "PROJECT", located at 3892 University Avenue, Riverside, California in the DISTRICT, also identified on Exhibit "A"; and

WHEREAS, ARCHITECT understands that \$41,138,000 funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT’s services shall consist of those services performed by the ARCHITECT and ARCHITECT’s employees and ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before May 31, 2013.

LPA
Henry W. Coil Sr., and Alice Edna Coil School for the Arts

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.
2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).
3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.
4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.
5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 et seq.
6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.
7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.
8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.

9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

17. The ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition, ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

20. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

21. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

22. The ARCHITECT shall have access to the work at all times.

23. **Schematic Design Phase**

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority. ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The ARCHITECT shall provide specialty consultant services to DISTRICT as set forth on Attachment "B".

d. The ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

e. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

26. **Bidding & Award Phase**

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. IN addition, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

27. Construction Phase

a. The Construction Phase will commence with the award of the Construction Contract to Contractor.

b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.

c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.

d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.

e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.

f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.

g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.

h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

p. The ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

(i) Contract Information Form DSA-102.

- (ii) Inspector Qualification Record Form DSA-5 should be Submitted 10 days prior to the time of starting construction.

w. The ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

28. **PROJECT Close-Out**

a. The ARCHITECT shall assure delivery of the following documents described below to the DSA for review prior to issuance of a “Certificate of Completion”.

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Inspector of Record’s semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory Inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% Complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on The approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster’s Certificate (if required by approved drawings And specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as Approved by DSA.

- (viii) Copies of the signature page of all Change Orders as Approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any “Field Trip Notes” have been corrected.

ARTICLE III – ADDITIONAL ARCHITECT’S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT’s control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.

b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.

c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.

e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.

f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT’s compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.

g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV – DISTRICT’S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT’s objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.

2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT’s objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the “Budget” for the PROJECT as set forth in this AGREEMENT.

3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.

4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT’s failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT’s responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT’s consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost (“Construction Cost”) shall be reconciled against the DISTRICT’s Budget for the PROJECT.

2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:

a. The DISTRICT may give written approval of an increase of such fixed limit;

b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.

c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;

d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or

e. The DISTRICT may request the ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of

parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all

expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

Architect shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Architect disagree with any audit conducted by District, Architect shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Architect shall not be reimbursed by District for such an audit.

In the event Architect does not make available its books and financial records at the location where they are normally maintained, Architect agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated prior to commencing change order work.

2. Payment to the ARCHITECT will be as follows:

| | |
|-------------------------|---|
| Programming: | 5% of estimated Architect Fee as set forth on Attachment "A". |
| Schematic Design: | 15% of estimated Architect Fee as set forth on Attachment "A". |
| Design Development: | 15% of estimated Architect Fee as set forth on Attachment "A". |
| Construction Documents: | 30% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A". |
| D.S. A. Approval: | 5% of estimated Architect fee as set forth on |

Attachment "A".

Construction Admin: 25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.

DSA Closure with Certification: 5% of estimated Architect fee as set forth on Attachment "A".

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION 100% of actual Architect Fee based on accepted bid.

3. When ARCHITECT's Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the ARCHITECT and ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$20,000, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the ARCHITECT under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by ARCHITECT shall be licensed as a California ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor

during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the ARCHITECT, which the ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. The ARCHITECTS obligation to indemnify does not include the obligation to defend actions or proceedings brought against the District, but rather to reimburse the District for attorney's fees and cost incurred by the District in defending such actions or proceedings brought against the District to the extent caused by the ARCHITECT.

d. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2b, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which

will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

5. In the event that this project includes the repair or replacement of more than 25% of a roof, then, in accordance with Public Contracts Code, §3006, ARCHITECT will complete the CERTIFICATION OF FINANCIAL RELATIONSHIP DISCLOSURE, which is attached hereto as Attachment "C", and return it with the signed copy of this Agreement.

6. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

7. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

8. This AGREEMENT shall be governed by the laws of the State of California.

9. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

10. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

LPA

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Robert O. Kupper, AIA
Chief Executive Officer
5161 California Ave., Ste. 100
Irvine, CA 92617

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

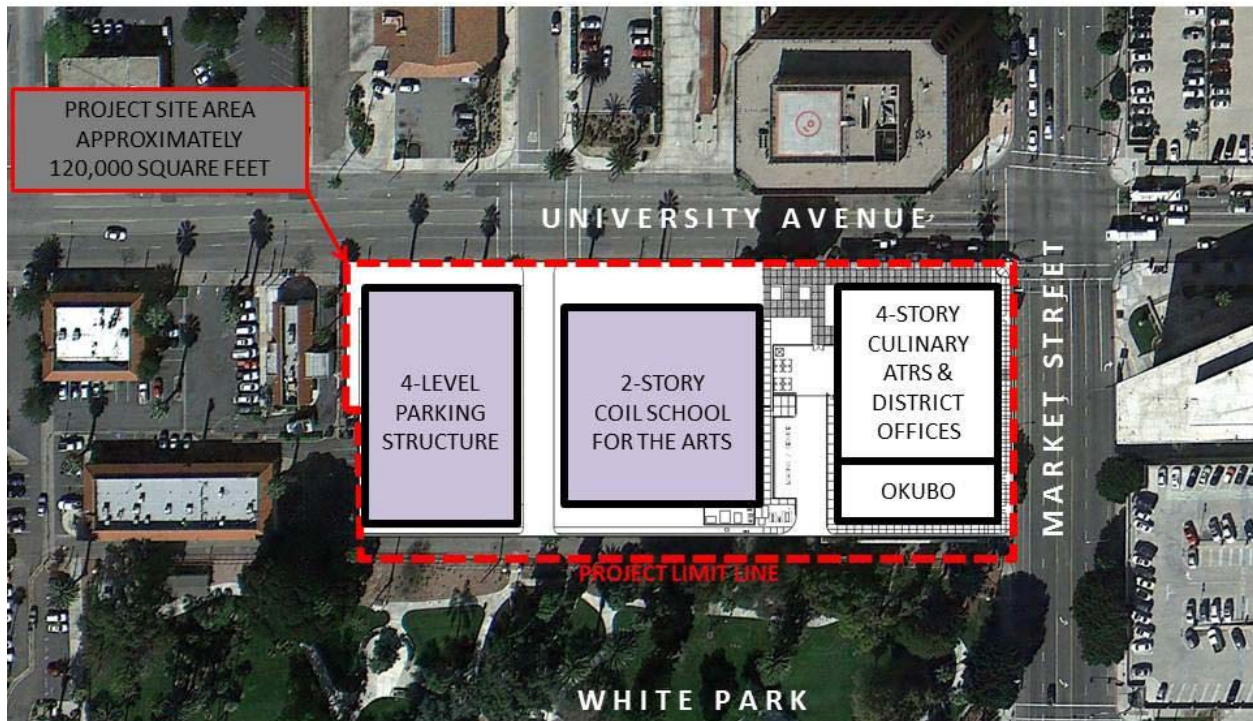
Date: _____

Date: _____

Exhibit A

Project Limit of Work Diagram:

The Project Limit Work Diagram below delineates the area that will be designed by LPA. This limit of work was used to calculate the fixed fee and any work outside of the limit of work line will be performed as an Additional Service.



ATTACHMENT “A”

Architectural Fixed Fee:

LPA to perform Programming, Design and Construction Administration Services based on a phased fixed fee structure in an amount not to exceed \$2,111,599, based on the project budget of \$41,138,000.

| | | |
|-----------------------------|------|-------------|
| Programming | 5% | \$105,580 |
| Schematic Design | 15% | \$316,740 |
| Design Development | 15% | \$316,740 |
| Construction Documents | 30% | \$633,480 |
| D.S.A. Approval | 5% | \$105,580 |
| Construction Administration | 25% | \$527,900 |
| D.S.A. Certification | 5% | \$105,580 |
| <i>Total Fee</i> | 100% | \$2,111,599 |

Reimbursable Expenses:

Reimbursable expenses are in addition to the phased fixed fee structure, and shall be paid in an amount not to exceed \$20,000.

ATTACHMENT “B”

Specialty Consultant Services:

Specialty Consultant Services are included within the Basic Scope of Services:

| <u>Services</u> | <u>Firm</u> |
|------------------------|----------------------------------|
| Programming | LPA, Inc. / Landry & Bogan, Inc. |
| Architecture | LPA, Inc. |
| Interior Design | LPA, Inc. |
| Landscape Design | LPA, Inc. |
| Civil Engineering | LPA, Inc. |
| Structural Engineering | LPA, Inc. |
| Mechanical Engineering | LPA, Inc. |
| Electrical Engineering | LPA, Inc. |
| Plumbing Design | LPA, Inc. |
| Theater Consultant | Landry & Bogan, Inc. |
| Acoustical Consultant | Newson Brown Acoustics, LLC |
| Audio Visual | P2S |
| Lighting Design | (To Be Determined) |
| Parking Structure | Parking Design Associates, Inc. |
| Illustrator | Shimahara (2 renderings) |

ATTACHMENT "C"

CERTIFICATION
FINANCIAL RELATIONSHIP DISCLOSURE
ROOFING PROJECTS

Per Public Contract Code Section 3006

I, Robert Kupper, LPA Inc. certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the roof project contract. As used in this certification, "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Furthermore, I, Robert Kupper, LPA Inc. certify that I do not have, and throughout the duration of the contract, I will not have, any financial relationship in connection with the performance of this contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I certify that to the best of my knowledge, the contents of this disclosure are true, or are believed to be true.

Signature

May 17, 2012
Date

LPA INC.
Print Name of Employer

Any person who knowingly provides false information or fails to disclose a financial relationship in the disclosure set forth in subdivision (b) shall be subject to a civil penalty in an amount up to one thousand dollars (\$1,000), in addition to any other available remedies. An action for a civil penalty under this provision may be brought by any public prosecutor in the name of the people of the State of California.



Agenda Item (VIII-E-1)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Resources (VIII-E-1) |
| Subject | Tentative Budget for 2012-2013 and Notice of Public Hearing on Final Budget |
| College/District | District |
| Funding | Various Resources |
| Recommended Action | It is recommended that the Board of Trustees approve the 2012-2013 Tentative Budget, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools. It is also recommended that the Board of Trustees announce that: 1) the proposed 2012-2013 Budget will be available for public inspection beginning September 13, 2012, at the Office of the Vice Chancellor, Administration and Finance; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 18, 2012, to be followed by the adoption of the 2012-2013 Final Budget. It is further recommended that the Board authorize the Chancellor to sign a notice relative to these dates. |

Background Narrative:

On or before the first day of July, the District is required to develop a Tentative Budget for the ensuing fiscal year and to forward a copy to the Riverside County Superintendent of Schools. The Tentative Budget for FY 2012-2013 is attached for the Board's review and consideration. Changes to this budget will be reflected in the Final Budget which will be submitted in September for Board approval.

The essential purpose of the Tentative Budget is to establish spending authority for the District from July first until such time as the Final Budget is adopted by the Board of Trustees in September. This two-part budget process is necessary due to uncertainties associated with both the State budget for the coming fiscal year and the State's "Second Principal Apportionment (P2)" report for the then current fiscal year.

It should be observed that the Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2013 reflects a continuation of the adopted FY 2011-2012 Budget, albeit, with certain modifications as described in the attachment.

The FY 2012-2013 Tentative Budget takes into consideration the Governor's January budget proposal which is predicated upon the passage of tax increases in November 2012. If the tax increase proposal fails, the primary impact will be a workload reduction of 6.4% which will reduce our funded credit Full-Time Equivalent Students (FTES) by approximately 1,501 to 23,239, resulting in a decrease to State general apportionment revenue of approximately \$7.3 million. The Tentative Budget also includes the District's current plan for accommodating the \$14.3 million budget problem.

Additionally, in accordance with Title 5, Section 58300, the Tentative Budget must indicate the date, time and location at which the Board will hold a public hearing concerning the Final Budget proposal. The staff recommends that the Board set September 18, 2012 as the date for the public hearing. Also, and pursuant to Title 5, Section 58301, the Final Budget proposal must be made available for inspection three (3) days prior to the public hearing. We plan to use the Office of the Vice Chancellor, Administration and Finance, for this purpose. Finally, we will publish this information in The Press Enterprise.

Attachments:

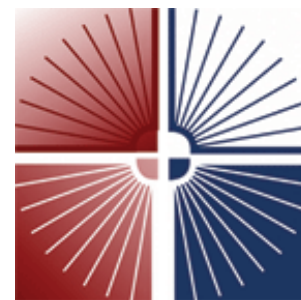
[RCCD FY 2012-2013 Base Budget Assumptions - June 19, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSUMPTIONS FOR FY 2012-2013 BASE BUDGET
RESOURCE 1000
(in millions)

| | |
|--|-----------|
| 1. FY 2011-2012 Ending Balance Projection: | |
| a. FY 2010-2011 adjustments include: | |
| i. No audit adjustments | |
| ii. P1 apportionment recalculation | \$ (.38) |
| b. FY 2011-2012 adjustments include: | |
| i. Mid-year State apportionment reductions | \$ (5.95) |
| ii. Projected salary, benefits and operating savings | \$ 5.23 |
| 2. FY 2012-2013 Base Revenue Budget Adjustments Include: | |
| a. No COLA | - |
| b. No growth | - |
| c. Restoration of FY 2011-12 State general apportionment revenue | \$ 4.23 |
| d. Decreased lottery revenue | \$ (.20) |
| e. Incoming interfund transfers: | |
| i. Resource 4130 - La Sierra Capital: | |
| a. FY 2011-2012 Major Gifts Campaign receivable write-off and Performance Riverside accumulated deficit assumption | \$ (1.62) |
| b. FY 2012-2013 Loan | 2.00 |
| 3. FY 2012-2013 Base Expenditure Budget Adjustments Include: | |
| a. Full-time step/column/growth/placement/classification | \$.65 |
| b. Employee benefits (estimated 7% overall increase) | \$ 1.85 |
| c. FY 2007-2008 early retirement payments completed | \$ (.34) |
| d. December 31, 2011 early retirement savings | \$ (2.43) |
| e. Positions - Adjustments/transfers/savings/funding shifts | \$ (2.82) |
| f. First year repayment of the FY 2011-2012 loan from Resource 4130 (La Sierra Capital) for Major Gifts Campaign and Performance Riverside | \$.32 |
| g. Increases to contracts/agreements | \$.20 |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 ASSUMPTIONS FOR FY 2012-2013 BASE BUDGET
 RESOURCE 1000 (continued)
 (in millions)

| | | |
|------|---|----------------|
| h. | Defer repayment of La Sierra Capital Loans | \$ (1.00) |
| i. | Utilities increase | \$.20 |
| j. | Tentative new facility operating costs | \$.12 |
| k. | Board of Trustees election costs | \$.30 |
| l. | Mandatory use of vacation time (Management and Classified) | \$ (.24) |
| m. | Reduce Ben Clark Training Center costs | \$ (1.00) |
| n. | Health care savings | \$ (1.22) |
| o. | College reduction: | |
| i. | Riverside City College | |
| a. | Enrollment Management - Instructional | \$.64 |
| b. | Other | <u>2.04</u> |
| | Total Riverside City College | \$ 2.68 |
| ii. | Norco College | |
| a. | Enrollment Management - Instructional | .28 |
| b. | Other | <u>.70</u> |
| | Total Norco College | \$.98 |
| iii. | Moreno Valley College | |
| a. | Enrollment Management - Instructional | .28 |
| b. | Other | <u>.87</u> |
| | Total Moreno Valley College | \$ <u>1.15</u> |
| | Total College Reductions | \$ <u>4.81</u> |
| 4. | FY 2012-2013 Ending Balance Target: | |
| a. | The Resource 1000 5% contingency equals \$7.52 million; however a 3.6% contingency balance has been included in the amount of \$5.02 million as a budget strategy to mitigate the impact of the District's projected shortfall. | |



2012-13 State Budget

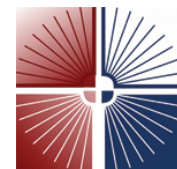
Overview May Revise
ACBO May 23, 2012

*California Community Colleges Chancellor's Off
Community College League of California*



2011-12 Budget

- *At budget enactment:*
- \$400 million ongoing general fund cut
- fee increase to \$36 per unit effective fall
- *January mid-year actions:*
- Additional cuts totaling \$102 million
- Fee increase to \$46, effective summer
- **Effective ongoing cut of \$385 million**



2011-12 Threats

- Apportionment shortfall now estimated from student fees **ONLY** (at this point in time!)
- Exhibit C figure estimated \$130 million
- Public Advocacy figure estimated @\$100 million attributed to enrollment fee shortfall



2011-12 Threats

- Governor still proposes taking \$116.1 million for redevelopment money expected in current year.
- Bad News: “Hold” on \$192 million General Apportionment May Payment.
- If CY shortfall increases to \$216 million equates to 4.3% deficit factor



Community College Scenarios

Scenario A

- ◆ \$313.1 million “deferral buy-back”
- ◆ Mandates block grant of \$28/FTES

Scenario B

- ◆ ~\$286.5 million triggered cut
- 6.2% workload reduction (-63,888 FTES)
- ◆ Mandates block grant of \$28/FTES

Categorical Consolidation Both Scenarios
\$411.6 million



BY RDA Technical Adjustments

- \$341.2 million of 2012-13 funds are from “expected” redevelopment money
- \$140.3 million ongoing revenue from redirection of tax increment to property taxes
- \$200.9 one-time from a “recovery of cash assets”
- Community colleges would get to keep \$16m as incentive to wind down redevelopment



Downside Risk!

- **Scenario A** Receive \$313 million deferral buy-down and maybe a local revenue shortfall of up to \$341 million RDA/property taxes equates to 7.3% deficit factor which may translate into 71.4K less FTES

- **Scenario B – WORST, WORST CASE**

NO \$313 million deferral buy-down

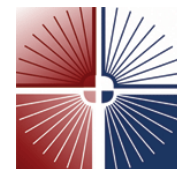
Programmatic Reductions \$286.5 million equates to 6.2% workload reduction and 63.8K less FTES

RDA/Property tax local revenue shortfall equates to 7.3% deficit factor which may translate into 71.4K less FTES



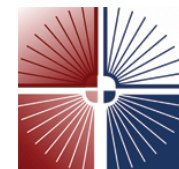
Thoughts

- We agree with the governor's call for new revenue.
- Community colleges have been cut \$809 million since 2008-09, and have foregone 15.8% in cost-of-living adjustments. Tax measure would restore Prop. 98 to 2007-08 funding levels in 2014-15.
- The manipulation of Prop. 98 by adding general obligation bond service may be unconstitutional and is a sleight-of-hand cut to schools/CCC.
- We are very concerned about programming all these funds into a "positive trigger" given the tremendous amount of downside risk. K-12 groups are lining behind deferral buy-down



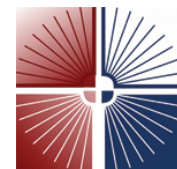
Budget Risks

- ▶ Tax measure is politically uncertain and costly.
- ▶ Revenues are highly variable, with or without tax measure.
- ▶ Planning will be difficult. Workload reduction of 6% will be decided in November and local revenue shortfalls of up to 7%
- ▶ Redevelopment funds may not materialize in either the current (\$116.1m) or budget years (\$341.2m)
- ▶ Student fee shortfall with more BOG waivers as fees go to \$46/unit.
- ▶ Enrollment declines possible in some districts, particularly rural colleges with a proposal to triple neighboring state student fees to \$138/unit.



The Budget Timeline

- May 14: Governor releases May Revise
- Next four weeks: budget hearings and conference committee
- June 15: Constitutional deadline for Legislature to send budget to governor
- November 6: General Election
- January 1, 2013: trigger reductions take effect if revenue targets are not met



RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
 2012-2013

| <u>Fund / Resource</u> | <u>Fund Name</u> | <u>Adopted Budget 2011-2012</u> | <u>Tentative Budget 2012-2013</u> |
|--|----------------------------------|-------------------------------------|---------------------------------------|
| | <u>District</u> | | |
| <u>General Funds</u> | | | |
| <u>Unrestricted - Fund 11</u> | | | |
| <u>Resource</u> | | | |
| 1000 | General Operating | \$ 148,323,577 | \$ 139,182,876 |
| 1080 | Community Education | 783,077 | 647,564 |
| 1090 | Performance Riverside | 846,666 | 659,960 |
| 1110 | Bookstore (Contract-Operated) | 543,128 | 543,128 |
| 1170 | Customized Solutions | <u>273,949</u> | <u>220,886</u> |
| | Total Unrestricted General Funds | <u>150,770,397</u> | <u>141,254,414</u> |
| <u>Restricted - Fund 12</u> | | | |
| <u>Resource</u> | | | |
| 1050 | Parking | 2,916,824 | 3,351,297 |
| 1070 | Student Health | 3,689,522 | 3,349,251 |
| 1180 | Redevelopment Pass-Through | 10,847,665 | 7,838,484 |
| 1190 | Grants and Categorical Programs | <u>28,179,849</u> | <u>31,522,875</u> |
| | Total Restricted General Funds | <u>45,633,860</u> | <u>46,061,907</u> |
| | Total General Funds | <u>196,404,257</u> | <u>187,316,321</u> |
| <u>Special Revenue - Funds 32 & 33</u> | | | |
| <u>Resource</u> | | | |
| 3200 | Food Services | 2,245,980 | 2,063,807 |
| 3300 | Child Care | <u>1,153,083</u> | <u>1,152,044</u> |
| | Total Special Revenue Funds | <u>3,399,063</u> | <u>3,215,851</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
 2012-2013

| <u>Fund / Resource</u> | <u>Fund Name</u> | <u>Adopted Budget 2011-2012</u> | <u>Tentative Budget 2012-2013</u> |
|---------------------------------------|---|-------------------------------------|---------------------------------------|
| <u>Capital Projects - Fund 41</u> | | | |
| <u>Resource</u> | | | |
| 4100 | State Construction & Scheduled Maintenance | 9,905,601 | 13,523,800 |
| 4120 | Non-State Funded Capital Outlay Projects | 559 | 560 |
| 4130 | La Sierra Capital | 9,620,713 | 7,963,214 |
| 4160 | General Obligation Bond Funded Capital Outlay | 32,888,389 | 29,769,090 |
| 4170 | 2010D Captial Appreciation Bonds | 7,410,458 | 6,884,079 |
| 4180 | 2010D Build America Bonds | <u>83,453,092</u> | <u>53,358,150</u> |
| | Total Capital Projects Funds | <u>143,278,812</u> | <u>111,498,893</u> |
| <u>Internal Service - Fund 61</u> | | | |
| <u>Resource</u> | | | |
| 6100 | Health and Liability Self-Insurance | 7,083,132 | 6,909,464 |
| 6110 | Workers Compensation Self Insurance | <u>4,906,198</u> | <u>5,317,534</u> |
| | Total Internal Service Funds | <u>11,989,330</u> | <u>12,226,998</u> |
| | Total District Funds | <u>\$ 355,071,462</u> | <u>\$ 314,258,063</u> |
| <u>Expendable Trust and Agency</u> | | | |
| <u>Student Financial Aid Accounts</u> | | | |
| | Student Federal Grants | \$ 49,337,725 | \$ 51,739,010 |
| | State of California Student Grants | <u>2,000,000</u> | <u>2,030,000</u> |
| | Total Student Financial Aid Accounts | <u>51,337,725</u> | <u>53,769,010</u> |
| <u>Other Account</u> | | | |
| | Associated Students of RCC | <u>1,694,561</u> | <u>1,623,033</u> |
| | Total Expendable Trust and Agency | <u>\$ 53,032,286</u> | <u>\$ 55,392,043</u> |
| | Grand Total | <u>\$ 408,103,748</u> | <u>\$ 369,650,106</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - INCOME

TENTATIVE OPERATING BUDGET
 2012-2013

| | | | |
|--|----|------------------|------------------------------|
| Estimated Beginning Balance, July 1 | | \$ | 5,134,689 |
| Federal Income | | | |
| Student Financial Aid Adm. Fees | \$ | 189,494 | |
| Veterans Report Fee | | <u>8,496</u> | |
| Total Federal Income | | | 197,990 |
| State General Apportionment | | | |
| General Apportionment | | 93,443,684 | |
| Enrollment Fee Waiver Administration | | 164,000 | |
| Homeowner's Prop Tax Exemption | | <u>470,600</u> | |
| Total State General Apportionment | | | 94,078,284 |
| Other State Income | | | |
| Lottery | | 3,000,000 | |
| Part-Time Faculty Compensation | | <u>629,578</u> | |
| Total Other State Income | | | 3,629,578 |
| Local Income | | | |
| Property Taxes | | 22,330,000 | |
| Food Sales / Commissions | | 85,000 | |
| State Dated Checks (Resource 0800) | | 52,000 | |
| Interest | | 200,000 | |
| Enrollment Fees | | 7,800,000 | |
| Nonresident Student Fees | | 1,900,000 | |
| Transcript / Late Application Fees | | 106,000 | |
| Other Student Fees | | 442,000 | |
| Cosmetology / Dental Hygiene / Other Sales | | 106,000 | |
| Leases and Rental Income | | 315,454 | |
| Donations | | 23,181 | |
| Miscellaneous Local Income | | <u>269,700</u> | |
| Total Local Income | | | 33,629,335 |
| Other/Incoming Transfers | | | |
| Sales - Obsolete Equipment | | 13,000 | |
| Indirect Costs Recovery | | 500,000 | |
| From Resource 4130 | | <u>2,000,000</u> | |
| Total Other/Incoming Transfers | | | <u>2,513,000</u> |
| Total Income | | | <u>\$ 134,048,187</u> |
| Total Available Funds | | | <u><u>\$ 139,182,876</u></u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - EXPENDITURES

TENTATIVE OPERATING BUDGET
 2012-2013

Object Code

| | | | |
|------|---|------------------|-----------------------|
| 1100 | Regular Full-Time Teaching | \$ 26,469,309 | |
| 1200 | Regular Full-Time Non-Teaching | 11,338,125 | |
| 1300 | Part-Time Hourly Teaching and Overload | 19,217,193 | |
| 1400 | Part-Time Hourly Non-Teaching | <u>1,492,755</u> | |
| | Total Academic Salaries | | \$ 58,517,382 |
| 2100 | Regular Full-Time and Part-Time Classified | 24,389,165 | |
| 2200 | Regular Full-Time Instructional aides | 2,153,881 | |
| 2300 | Student Help Non-Instructional and Classified Overtime | 669,219 | |
| 2400 | Student Help Instructional Aides | <u>194,912</u> | |
| | Total Classified Salaries | | 27,407,177 |
| 3000 | Employee Benefits | | 29,237,846 |
| 4000 | Books and Supplies | | 2,290,776 |
| 5000 | Services and Operating Expenditures | | 14,217,085 |
| 6000 | Capital Outlay | | 736,490 |
| 7300 | Interfund Transfers | | |
| | To Resource 6100 | <u>250,000</u> | |
| | Total Interfund Transfers | | 250,000 |
| 8999 | Intrafund Transfers | | |
| | Bookstore (Resource 1110) | (205,576) | |
| | General Fund Backfill | 699,157 | |
| | College Work Study (Resource 1190) | 347,009 | |
| | DSP&S (Resource 1190) | <u>665,157</u> | |
| | Total Intrafund Transfers | | <u>1,505,747</u> |
| | Total Resource 1000 Expenditures Excluding Contingency | | \$ 134,162,503 |
| 7900 | *Contingency / Reserve | | <u>5,020,373</u> |
| | Total Resource 1000 Expenditures Including Contingency / Reserves | | <u>\$ 139,182,876</u> |

* The Resource 1000 Contingency was calculated using 3.6% as a budget balancing strategy instead of the 5% required by Board Policy 7080. The Contingency takes into account the TAF for all Resources comprising Unrestricted Fund 11 (1000, 1080, 1090, 1110, 1170) and factoring in the deficit for Resource 1090.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1050 - PARKING

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|-------------------------------------|------------------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ 760,577 |
| Local Income | | |
| Interest | \$ 5,932 | |
| Rents and Leases | 11,771 | |
| Parking Permits/Fines | <u>2,573,017</u> | |
| Total Local Income | | <u>2,590,720</u> |
| Total Available Funds (TAF) | | <u>\$ 3,351,297</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 2000 | Classified Salaries | \$ 1,539,986 |
| 3000 | Employee Benefits | 567,498 |
| 4000 | Book and Supplies | 67,200 |
| 5000 | Services and Operating Expenditures | 388,236 |
| 6000 | Capital Outlay | <u>180,000</u> |
| | Total Expenditures | 2,742,920 |
| 7900 | * Contingency/Reserve | <u>608,377</u> |
| | Total Resource 1050 Expenditures Including Contingency/Reserves | <u>\$ 3,351,297</u> |

* 5% Contingency reserve calculated from TAF equals \$167,565

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1070 - STUDENT HEALTH

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|-------------------------------------|---------------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ 2,029,142 |
| Local Income | | |
| Health Fees | \$ 1,210,000 | |
| Interest | 15,366 | |
| Other | <u>94,743</u> | |
| Total Local Income | | <u>1,320,109</u> |
| Total Available Funds (TAF) | | <u>\$ 3,349,251</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 1000 | Academic Salaries | \$ 316,026 |
| 2000 | Classified Salaries | 693,833 |
| 3000 | Employee Benefits | 224,430 |
| 4000 | Book and Supplies | 139,347 |
| 5000 | Services and Operating Expenditures | 486,948 |
| 6000 | Capital Outlay | <u>46,786</u> |
| | Total Expenditures | 1,907,370 |
| 7900 | * Contingency/Reserves | <u>1,441,881</u> |
| | Total Resource 1070 Expenditures Including Contingency/Reserves | <u>\$ 3,349,251</u> |

* 5% Contingency reserve calculated from TAF equals \$167,463

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1080 - COMMUNITY EDUCATION

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | | |
|-------------------------------------|----|------------|----------------|
| Estimated Beginning Balance, July 1 | | \$ | (32,239) |
| Local Income | | | |
| Community Activities Program Fees | \$ | 679,703 | |
| Interest | | <u>100</u> | |
| Total Local Income | | | <u>679,803</u> |
| Total Available Funds (TAF) | | \$ | <u>647,564</u> |

EXPENDITURES

Object Code

| | | | |
|------|---|----|----------------|
| 1000 | Academic Salaries | \$ | 4,185 |
| 2000 | Classified Salaries | | 228,166 |
| 3000 | Employee Benefits | | 54,561 |
| 4000 | Book and Supplies | | 3,100 |
| 5000 | Services and Operating Expenditures | | <u>351,593</u> |
| | Total Expenditures | | 641,605 |
| 7900 | * Contingency/Reserves | | <u>5,959</u> |
| | Total Resource 1080 Expenditures Including Contingency/Reserves | \$ | <u>647,564</u> |
| | Resource Deficit | \$ | - |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1090 - PERFORMANCE RIVERSIDE

TENTATIVE OPERATING BUDGET
 2012-2013

INCOME

| | | |
|-------------------------------------|---------------|-------------------|
| Estimated Beginning Balance, July 1 | | \$ (170,055) |
| Local Income | | |
| Donations | \$ 155,000 | |
| Box Office Receipts | 640,000 | |
| Interest Income | 15 | |
| Other Local Income | <u>35,000</u> | |
| Total Income | | <u>830,015</u> |
| Total Available Funds (TAF) | | <u>\$ 659,960</u> |

EXPENDITURES

Object Code

| | | |
|---|-------------------------------------|-------------------|
| 2000 | Classified Salaries | \$ 261,572 |
| 3000 | Employee Benefits | 108,159 |
| 4000 | Book and Supplies | 14,000 |
| 5000 | Services and Operating Expenditures | <u>357,100</u> |
| | Total Expenditures | 740,831 |
| 7900 | Contingency/Reserves | <u>-</u> |
| Total Resource 1090 Expenditures Including Contingency/Reserves | | <u>\$ 740,831</u> |
| | Resource Deficit | \$ (80,871) |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1110 - BOOKSTORE (CONTRACTOR-OPERATED)

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | | |
|-------------------------------------|----|------------|----------------|
| Estimated Beginning Balance, July 1 | | \$ | 5,000 |
| Local Income | | | |
| Commissions | \$ | 537,528 | |
| Interest | | <u>600</u> | |
| Total Local Income | | | <u>538,128</u> |
| Total Available Funds (TAF) | | \$ | <u>543,128</u> |

EXPENDITURES

Object Code

| | | | |
|------|---|----|----------------|
| 5000 | Services and Operating Expenditures | \$ | 43,830 |
| 7390 | Interfund Transfer to Resource 3200 | | 288,722 |
| 8999 | Intrafund Transfer to Resource 1000 | | <u>205,576</u> |
| | Total Expenditures | | 538,128 |
| 7900 | * Contingency/Reserves | | <u>5,000</u> |
| | Total Resource 1110 Expenditures Including Contingency/Reserves | \$ | <u>543,128</u> |

* 5% Contingency reserve calculated from TAF equals \$28,783

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1170 - CUSTOMIZED SOLUTIONS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | | |
|-------------------------------------|----|----------------|----------------|
| Estimated Beginning Balance, July 1 | | \$ | 65,886 |
| Local Income | | | |
| Interest | \$ | 200 | |
| Contract Revenue | | <u>154,800</u> | |
| Total Local Income | | | <u>155,000</u> |
| Total Available Funds (TAF) | | \$ | <u>220,886</u> |

EXPENDITURES

Object Code

| | | | |
|------|---|----|----------------|
| 2000 | Classified Salaries | \$ | 24,439 |
| 3000 | Employee Benefits | | 10,110 |
| 4000 | Book and Supplies | | 6,600 |
| 5000 | Services and Operating Expenditures | | <u>76,201</u> |
| | Total Expenditures | | 117,350 |
| 7910 | * Contingency/Reserves | | <u>103,536</u> |
| | Total Resource 1170 Expenditures Including Contingency/Reserves | \$ | <u>220,886</u> |

* 5% Contingency reserve calculated from TAF equals \$28,672

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1180 - REDEVELOPMENT PASS-THROUGH

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|-------------------------------------|------------------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ 6,457,234 |
| Local Income | | |
| Rents and Leases | \$ 6,500 | |
| Interest | 51,750 | |
| Redevelopment Agency Agreements | <u>1,323,000</u> | |
| Total Local Income | | <u>1,381,250</u> |
| Total Available Funds (TAF) | | <u>\$ 7,838,484</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 5000 | Services and Operating Expenditures | \$ 240,256 |
| 6000 | Capital Outlay | <u>672,110</u> |
| | Total Expenditures | 912,366 |
| 7900 | * Contingency/Reserves | <u>6,926,118</u> |
| | Total Resource 1180 Expenditures Including Contingency/Reserves | <u>\$ 7,838,484</u> |

* 5% Contingency reserve calculated from TAF equals \$391,924

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
 2012-2013

Estimated Beginning Balance, July 1 \$ -

Federal Income

| | |
|--|----------------|
| Affordable Care Act: Expansion of PA Prog. | \$ 1,921,432 |
| ARRA Southern CA Logistics | 200,000 |
| Bulletproof Vest Partnership | 8,344 |
| CalGRIP | 27,253 |
| California State Trade Export | 152,922 |
| Community Tech Ed Regional Consortia | 150,000 |
| Community Tech Ed Transitions | 148,167 |
| ECS Consortium Grant | 17,500 |
| Fast Track to the ADN Program | 181,507 |
| FIPSE Public Safety Education | 256,008 |
| Foster & Kinship Care | 66,718 |
| Moreno Valley Project TAP | 1,359,194 |
| NSF Supply Chain Technology | 1,161,652 |
| Nursing Education Pract & Retention | 12,493 |
| Nursing Education Pract & Retention 10/13 | 552,920 |
| Perkins Title I-C | 1,271,542 |
| Post-Emancipation Services | 102,000 |
| Pre-Emancipation Services | 105,800 |
| Procurement Assistance | 154,998 |
| Riverside County Emancipation Services | 672,200 |
| RCOE Foster Youth ILP/Emancipation | 91,670 |
| Student Support Services RISE Norco | 325,510 |
| Student Support Services TRIO MV | 290,384 |
| Student Support Services TRIO Norco | 330,944 |
| Student Support Services TRIO Riverside | 304,934 |
| TANF 50% | 147,190 |
| Title V Answering the Call | 824,469 |
| Title V HSI Coop MV/UCR | 37,759 |
| Title V HSI Coop Norco/CSUSB | 950,731 |
| Title V HSI Pathways to Excellence | 971,883 |
| Title V HSI STEM and Articulation | 1,613,159 |
| Title V Norco Portal to Your Future | 824,183 |
| Tri-Tech SBDC | 121,369 |
| Tri-Tech Small Business Jobs Act | 215,141 |
| UCR/USDA Nano Water Research | 89,141 |
| Upward Bound TRIO AUSD | 262,321 |
| Upward Bound TRIO Centennial HS | 307,678 |
| Upward Bound TRIO Corona HS | 250,000 |
| Upward Bound TRIO Norco CNUSD2 | 140,820 |
| Upward Bound TRIO Riverside | 43,893 |
| Workability Grant | <u>290,060</u> |

Total Federal Income 16,955,889

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
2012-2013

State Income

| | | |
|---|-----------|-----------|
| Basic Skills | 524,318 | |
| BFAP Augmentation | 865,398 | |
| BOG Financial Aid Administration | 348,309 | |
| CSUSB Stem Cell Research | 10,662 | |
| CSUSB Stem Cell Research 12/13 | 12,900 | |
| CalWorks | 474,048 | |
| CalWorks Community College Set-Aside Program | 80,000 | |
| CITD Leadership Grant | 191,000 | |
| CTE Community Collaborative Pathways | 411,350 | |
| CTE Community Collaborative Project - 10/11 | 313,089 | |
| CTE Community Collaborative Project - 10/11 Suppl | 6,039 | |
| CTE Enrollment Growth & Retention ADN-RN 10/11 | 280,245 | |
| CTE Enrollment Growth & Retention ADN-RN 11/12 | 259,647 | |
| DSP&S Allocation | 1,585,470 | |
| Enrollment Growth & Retention ADN-RN - 12/13 | 260,687 | |
| EOPS - CARE | 128,933 | |
| EOPS Allocation | 1,146,646 | |
| Faculty and Staff Diversity (including carryover) | 38,692 | |
| Foster & Kinship Care Education | 68,393 | |
| Lottery | 600,000 | |
| Matriculation | 823,293 | |
| Middle College | 100,000 | |
| Responsive Training Fund | 189,063 | |
| Song Brown PA Mental Health 11/12 | 167,022 | |
| Song Brown PA Mental Health 12/13 | 99,999 | |
| Song Brown RN - 11/13 | 80,000 | |
| Staff Development | 7,049 | |
| State Transition to Nursing Practice | 20,066 | |
| Youth Entrepreneurship Program | 4,918 | |
| | | |
| Total State Income | | 9,097,236 |

Local Income

| | | |
|---|-----------|--|
| CACT Seminars | 27,740 | |
| Completion Academies | 239,748 | |
| Completion Counts - CLIP | 2,117,680 | |
| 4Faculty Web Services | 8,437 | |
| FCCC Career Ladders | 11,115 | |
| Gateway to College | 346,000 | |
| Intn'l Student Capital Outlay Surcharge | 744,546 | |
| Kaiser Permanente MVC Dental Hygiene | 21,250 | |
| Regional Health Occupations | 2,000 | |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME (continued)

TENTATIVE OPERATING BUDGET
2012-2013

| | | |
|--|----------------|----------------------|
| Riverside Community Health Foundation | 516 | |
| Riverside County Board of Supervisors | 5,507 | |
| Riverside Medical Clinic - Allied Health | 95,000 | |
| Tri-Tech SBCD Cash Match | 126,908 | |
| Tri-Tech SBCD Seminars | 9,443 | |
| Tri-Tech SB Jobs Act | 2,525 | |
| West Ed Paraprofessional | <u>12</u> | |
| Total Local Income | | 3,758,427 |
| Interfund and Intrafund Transfers | | |
| DSP&S Match/Over (from Resource 1000) | 665,157 | |
| Federal Work Study (from Resource 1000) | 347,009 | |
| General Fund Backfill (from Resource 1000) | <u>699,157</u> | |
| Total Interfund and Intrafund Transfers | | <u>1,711,323</u> |
| Total Income | | <u>31,522,875</u> |
| Total Available Funds | | <u>\$ 31,522,875</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - EXPENDITURES

TENTATIVE OPERATING BUDGET
2012-2013

| <u>Object Code</u> | | <u>Expenditures</u> |
|---|-------------------------------------|----------------------------|
| 1000 | Academic Salaries | \$ 4,416,637 |
| 2000 | Classified Salaries | 7,342,528 |
| 3000 | Employee Benefits | 3,627,926 |
| 4000 | Book and Supplies | 2,853,126 |
| 5000 | Services and Operating Expenditures | 7,546,571 |
| 6000 | Capital Outlay | 3,542,821 |
| 7600 | Book Grants / Bus Passes | 2,193,266 |
| 7900 | Contingency / Reserves | <u> -</u> |
| Total Resource 1190 Expenditures Including Contingency / Reserves | | <u>\$ 31,522,875</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 32, RESOURCE 3200 - FOOD SERVICES

TENTATIVE OPERATING BUDGET
 2012-2013

INCOME

| | | |
|--|--------------|----------------------------|
| Estimated Beginning Balance, July 1 | | <u>\$ 50,436</u> |
| Local Income | | |
| Food Sales/Commissions | \$ 1,604,673 | |
| Video/Vending/Pepsi Support | 119,536 | |
| Interest | <u>440</u> | |
| Total Local Income | | 1,724,649 |
| Interfund Transfer From Resource 1110 - Bookstore Fund | | <u>288,722</u> |
| Total Income | | <u>2,013,371</u> |
| Total Available Funds (TAF) | | <u><u>\$ 2,063,807</u></u> |

EXPENDITURES

Object Code

| | | |
|------|---|----------------------------|
| 2000 | Classified Salaries | \$ 744,814 |
| 3000 | Employee Benefits | 299,870 |
| 4000 | Books and Supplies | 791,740 |
| 5000 | Services and Operating Expenditures | 169,191 |
| 6000 | Capital Outlay | <u>7,000</u> |
| | Total Expenditures | 2,012,615 |
| 7900 | * Contingency/Reserves | <u>51,192</u> |
| | Total Resource 3200 Expenditures Including Contingency/Reserves | <u><u>\$ 2,063,807</u></u> |

* 5% Contingency reserve calculated from TAF equals \$103,190

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 33, RESOURCE 3300 - CHILD CARE

TENTATIVE OPERATING BUDGET
 2012-2013

INCOME

| | | | |
|-------------------------------------|----|----------------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ | 46,249 |
| Federal Income | | | |
| Lunch Program | \$ | 139,432 | |
| State Income | | | |
| Tax Bailout Funds | | 70,805 | |
| Local Income | | | |
| Parent Fees | \$ | 820,967 | |
| Rental Income | | 74,376 | |
| Interest Income | | <u>215</u> | |
| Total Local Income | | <u>895,558</u> | |
| Total Income | | | <u>1,105,795</u> |
| Total Available Funds (TAF) | | | <u>\$ 1,152,044</u> |

EXPENDITURES

Object Code

| | | | |
|---|-------------------------------------|----|---------------------|
| 1000 | Academic Salaries | \$ | 629,267 |
| 2000 | Classified Salaries | | 161,632 |
| 3000 | Employee Benefits | | 160,947 |
| 4000 | Books and Supplies | | 44,380 |
| 5000 | Services and Operating Expenditures | | 85,566 |
| 6000 | Capital Outlay | | <u>10,000</u> |
| | Total Expenditures | | 1,091,792 |
| 7900 | * Contingency/Reserves | | <u>60,252</u> |
| Total Resource 3300 Expenditures Including Contingency/Reserves | | | <u>\$ 1,152,044</u> |

* 5% Contingency reserve calculated from TAF equals \$57,602

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4100 - STATE CONSTRUCTION/SCHEDULED MAINTENANCE

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | | |
|--|----|----------------|-------------------|
| Estimated Beginning Balance, July 1 | | \$ | - |
| State Income | | | |
| Riverside Wheelock Gym Seismic Retrofit | \$ | 121,118 | |
| Moreno Valley Student/Academic Services Facility | | 12,945,000 | |
| Riverside Nursing/Sciences Building | | <u>457,682</u> | |
| Total State Income | | | <u>13,523,800</u> |
| Total Available Funds (TAF) | | \$ | <u>13,523,800</u> |

EXPENDITURES

Object Code

| | | | |
|---|----------------------|----|-------------------|
| 6000 | Capital Outlay | \$ | <u>13,523,800</u> |
| | Total Expenditures | | 13,523,800 |
| 7900 | Contingency/Reserves | | <u>-</u> |
| Total Resource 4100 Expenditures Including Contingency/Reserves | | \$ | <u>13,523,800</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4120 - NON-STATE FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | | |
|-------------------------------------|--|----|-------------------|
| Estimated Beginning Balance, July 1 | | \$ | <u>555</u> |
| Local Income | | \$ | <u>5</u> |
| Total Income | | | <u>5</u> |
| Total Available Funds | | \$ | <u><u>560</u></u> |

EXPENDITURES

Object Code

| | | | |
|---|----------------------|----|-------------------|
| 7900 | Contingency/Reserves | \$ | <u>560</u> |
| Total Resource 4120 Expenditures Including Contingency/Reserves | | \$ | <u><u>560</u></u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4130 - LA SIERRA CAPITAL

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|-------------------------------------|-----------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ 7,916,114 |
| Local Income | \$ 47,100 | |
| Total Income | | <u>47,100</u> |
| Total Available Funds (TAF) | | <u>\$ 7,963,214</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 5000 | Services and Operating Expenditures | \$ 4,200 |
| | Total Expenditures | 4,200 |
| 7390 | Interfund Transfer to Resource 1000 - General Fund | 2,000,000 |
| 7920 | Contingency/Reserves | <u>5,959,014</u> |
| | Total Resource 4130 Expenditures Including Contingency/Reserves | <u>\$ 7,963,214</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4160 - GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | |
|-------------------------------------|----------------------|
| Estimated Beginning Balance, July 1 | \$ 29,619,090 |
| Local Income | <u>150,000</u> |
| Total Available Funds (TAF) | <u>\$ 29,769,090</u> |

EXPENDITURES

Object Code

| | | |
|------|---|----------------------|
| 2000 | Classified Salaries | \$ 376,958 |
| 3000 | Employee Benefits | 107,393 |
| 5000 | Services and Operating Expenses | 486,691 |
| 6000 | Capital Outlay | <u>25,759,318</u> |
| | Total Expenditures | 26,730,360 |
| 7910 | Contingency | <u>3,038,730</u> |
| | Total Resource 4160 Expenditures Including Contingency/Reserves | <u>\$ 29,769,090</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4170 - 2010D CAPITAL APPRECIATION BONDS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | |
|-------------------------------------|---------------------|
| Estimated Beginning Balance, July 1 | \$ 6,856,079 |
| Local Income | <u>28,000</u> |
| Total Available Funds (TAF) | <u>\$ 6,884,079</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 6000 | Capital Outlay | \$ <u>6,539,875</u> |
| | Total Expenditures | 6,539,875 |
| 7910 | Contingency | <u>344,204</u> |
| | Total Resource 4170 Expenditures Including Contingency/Reserves | <u>\$ 6,884,079</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4180 - 2010D BUILD AMERICA BONDS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | |
|-------------------------------------|----------------------|
| Estimated Beginning Balance, July 1 | \$ 53,078,150 |
| Local Income | <u>280,000</u> |
| Total Available Funds (TAF) | <u>\$ 53,358,150</u> |

EXPENDITURES

Object Code

| | | |
|------|---|----------------------|
| 5000 | Services and Operating Expenditures | \$ 15,073 |
| 6000 | Capital Outlay | <u>48,495,151</u> |
| | Total Expenditures | 48,510,224 |
| 7910 | Contingency | <u>4,847,926</u> |
| | Total Resource 4180 Expenditures Including Contingency/Reserves | <u>\$ 53,358,150</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6100 - HEALTH & LIABILITY SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|--|------------------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ 2,036,964 |
| Local Income | | |
| Interest | \$ 20,000 | |
| Other Local | 2,500 | |
| Self-Insurance Health Plan | <u>4,600,000</u> | |
| Total Local Income | | 4,622,500 |
| Interfund Transfer from Resource 1000 - General Fund | | <u>250,000</u> |
| Total Income | | <u>4,872,500</u> |
| Total Available Funds (TAF) | | <u>\$ 6,909,464</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 2000 | Classified Salaries | \$ 168,424 |
| 3000 | Employee Benefits | 69,468 |
| 4000 | Book and Supplies | 3,200 |
| 5000 | Services and Operating Expenditures | 5,603,133 |
| 6000 | Capital Outlay | <u>40,000</u> |
| | Total Expenditures | 5,884,225 |
| 7900 | Contingency/Reserves | <u>1,025,239</u> |
| | Total Resource 6100 Expenditures Including Contingency/Reserves | <u>\$ 6,909,464</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6110 - WORKERS COMPENSATION SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|-------------------------------------|------------------|---------------------|
| Estimated Beginning Balance, July 1 | | \$ 3,777,475 |
| Local Income | | |
| Interest | \$ 15,000 | |
| Workers Compensation Premiums | <u>1,525,059</u> | |
| Total Local Income | | <u>1,540,059</u> |
| Total Available Funds (TAF) | | <u>\$ 5,317,534</u> |

EXPENDITURES

Object Code

| | | |
|------|---|---------------------|
| 2000 | Classified Salaries | \$ 211,339 |
| 3000 | Employee Benefits | 75,062 |
| 4000 | Books and Supplies | 300 |
| 5000 | Services and Operating Expenditures | <u>1,234,100</u> |
| | Total Expenditures | 1,520,801 |
| 7900 | Contingency/Reserves | <u>3,796,733</u> |
| | Total Resource 6110 Expenditures Including Contingency/Reserves | <u>\$ 5,317,534</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT FEDERAL GRANTS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | | |
|---------------------------------------|------------------|----|-------------------|
| Unaudited Beginning Balance, July 1 | | \$ | - |
| Federal Income | | | |
| PELL Student Grants and Book Waivers | \$ 45,000,000 | | |
| FSEOG Student Grants and Book Waivers | 943,405 | | |
| Federal Work Study | 1,065,605 | | |
| Subsidized Loan | 3,230,000 | | |
| Un-Subsidized Loan | <u>1,500,000</u> | | |
| Total Federal Income | | | <u>51,739,010</u> |
| Total Available Funds (TAF) | | \$ | <u>51,739,010</u> |

EXPENDITURES

Object Code

| | | | |
|------|---------------------------------|----|-------------------|
| 7520 | Student Grants and Book Waivers | \$ | <u>51,739,010</u> |
| | Total Student Federal Grants | \$ | <u>51,739,010</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA STUDENT GRANTS

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | |
|-------------------------------------|---------------------|
| Unaudited Beginning Balance, July 1 | \$ - |
| State Income - Cal Grant B and C | <u>2,030,000</u> |
| Total Available Funds (TAF) | <u>\$ 2,030,000</u> |

EXPENDITURES

Object Code

| | | |
|------|--|---------------------|
| 7520 | Student Grants and Book Waivers | \$ <u>2,030,000</u> |
| | Total State of California Student Grants | <u>\$ 2,030,000</u> |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATED STUDENTS OF RCCD

TENTATIVE OPERATING BUDGET
2012-2013

INCOME

| | | |
|-------------------------------------|---------------|---------------------|
| Unaudited Beginning Balance, July 1 | | \$ 973,033 |
| Local Income | | |
| Student Fees | \$ 630,000 | |
| Interest | 7,000 | |
| Athletic Events | <u>13,000</u> | |
| Total Local Income | | <u>650,000</u> |
| Total Available Funds (TAF) | | <u>\$ 1,623,033</u> |

EXPENDITURES

Account Code

| | | | |
|-----|-----------------------------------|----------------|---------------------|
| 905 | Organizations Funding | \$ 104,454 | |
| 906 | Athletics | 213,200 | |
| 910 | Riverside Associated Students | 117,559 | |
| 920 | Norco Associated Students | 156,000 | |
| 930 | Moreno Valley Associated Students | <u>143,000</u> | |
| | Total Expenditures | | \$ 734,213 |
| | Contingency | | <u>888,820</u> |
| | Total ASRCC Accounts | | <u>\$ 1,623,033</u> |



Agenda Item (VIII-E-2)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Resources (VIII-E-2) |
| Subject | Construction Management Amendment No. 1 for Moreno Valley Dental Education Center with Rudolph and Sletten, Inc. |
| College/District | Moreno Valley |
| Funding | Moreno Valley College and District Allocated Measure C Funds |
| Recommended Action | It is recommended that the Board of Trustees approve Construction Management Amendment No. 1 with Rudolph and Sletten, Inc. in the amount of \$113,222. |

Background Narrative:

On June 21, 2011, a budget augmentation in the amount of \$1.2 million was approved by the Board of Trustees for the Moreno Valley Dental Education Center (MDEC). The increased cost was due to the project scope, market conditions, bidder interest, and the urgency of the project schedule.

Within the approved budget augmentation, a provision to increase construction management services was included. Staff now requests approval of Amendment No. 1 with Rudolph and Sletten, Inc. in the amount of \$113,222 for additional services resulting from the increase project cost, for re-design of the utility installation, for two addenda as requested by the Division of the State Architect, for extended time to complete site work activities, and for the project's extended closeout duration.

Prepared By: Tom Harris, Acting President, Moreno Valley College
David Bobbitt, Interim Vice President, Business Services
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
Bart Doering, Director, Construction

Attachments:

[Construction Management Amendment - Rudolph and Sletten, Inc.](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
RUDOLPH AND SLETTEN, INC.
(Moreno Valley Dental Education Center)

This document amends the original agreement between Riverside Community College and Rudolph and Sletten, Inc., which was originally approved by the Board of Trustees on February 8, 2011.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$113,222 including reimbursable expenses, totaling agreement to \$660,064. The term of this agreement shall be from the original agreement date of February 9, 2009, to the estimated completion date of the project. Payments and final payment shall coincide with the original agreement.
- II. The additional scope of work includes re-design of the utility installation, additional management needs for Division of the State Architect requested rework for the scope of Addendum No. 2 and Addendum No. 5, the extended completion of site work activities and the closeout of the project.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed Amendment No.1 as of the date written below.

RUDOLPH AND SLETTEN, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Marin Sisemore
President/CEO
16851 Hale Ave.
Irvine, CA 92606

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____



Agenda Item (VIII-E-3)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Resources (VIII-E-3) |
| Subject | Project Scope and Tentative Budget for Rescoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts |
| College/District | Riverside |
| Funding | Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Capital Funds |
| Recommended Action | It is recommended that the Board of Trustees approve the rescoped project and tentative budget in the amount of \$41,138,000 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts. |

Background Narrative:

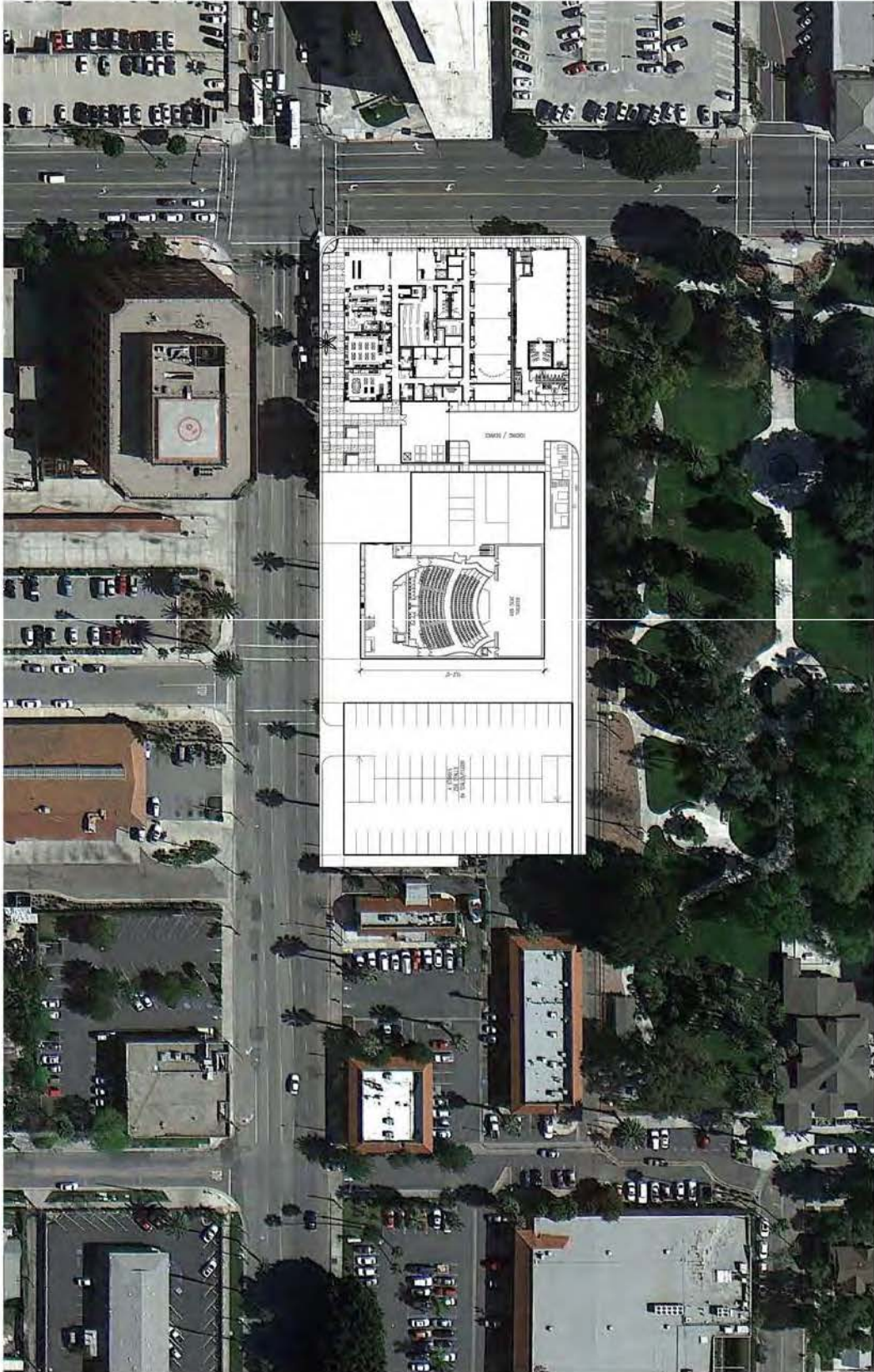
Predicated on the May 2012 Board approval to study the feasibility of re-scoping CSA, staff submits a conceptual plan, project budget, and construction schedule for the Board's consideration and approval. Riverside City College and District administration, working closely with faculty, have compared the original RSA project scope to the current needs of the college. A refined scope resulting from this exploration has yielded an instructional facility whose programs are widely supported by the college. The conceptual floor plan and comparative analysis of space are provided for the Board's review and consideration (Attachment A and B). Attachment C outlines a tentative construction schedule based upon the rescoped project and it being self-funded. Lastly, a CSA project budget is provided (Attachment D), along with a potential funding stream to complete the re-scoped CSA project (Attachment E).

Prepared By: Cynthia Azari, President, Riverside City College
Wolde-Ab Isaac, Vice President
Aaron Brown, Associate Vice Chancellor, Finance
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Attachments - CSA](#)
[Coil School for the Arts Programmatic Narrative](#)

ATTACHMENT A



ATTACHMENT B

PROJECT COMPARISON

For RSA and CSA

| | RSA | CSA |
|---|---|--|
| Date Conceived: | June 1998 | June 2012 |
| Project Cost | \$67,000,000 (2004) | \$41,138,000 (2012) |
| Project Gross Square Footage: | 88,862 | 34,700 |
| Project Assignable Square Footage: | 59,267 | 24,290 |
| Primary Function: | Ten (10) Academic Arts-Based Programs | Performance Venue and Classrooms/Studios |
| Parking: | Subterranean and Above-Grade Structures | Above-Grade Structure |

ATTACHMENT C

Coil School for the Arts

TENTATIVE PROJECT SCHEDULE

| | DURATION | START | FINISH |
|--|------------|--------------------------|--------------------------|
| DESIGN AND APPROVAL | 368 | June 20, 2012 | November 19, 2013 |
| Programming (with Staff Available During Summer) | 11 | June 20, 2012 | July 05, 2012 |
| Schematic Design | 30 | July 06, 2012 | August 16, 2012 |
| Design Development | 60 | August 17, 2012 | November 09, 2012 |
| 50% Construction Documents | 50 | November 12, 2012 | January 18, 2013 |
| DSA Review | 132 | March 18, 2012 | September 17, 2013 |
| DSA Back Check/Approval | 45 | September 18, 2013 | November 19, 2013 |
| | | | |
| BIDDING PHASE | 99 | November 20, 2013 | April 7, 2014 |
| TCC Review Approved Drawings | 10 | November 20, 2013 | December 03, 2013 |
| Bid Period | 35 | December 04, 2013 | January 21, 2014 |
| Agendize for Board | 15 | February 07, 2012 | February 27, 2014 |
| Board Meeting | 0 | March 18, 2012 | |
| Issue Contracts/Execute | 15 | March 18, 2014 | April 7, 2014 |
| | | | |
| CONSTRUCTION | 560 | April 08, 2014 | May 30, 2016 |
| Construction (22 months) | 480 | April 08, 2014 | February 08, 2016 |
| Closeout/Owner Move in (2 months) | 80 | February 09, 2016 | May 30, 2016 |
| Project Complete | 0 | | May 30, 2016 |

ATTACHMENT D

PROJECT BUDGET

For CSA

| | Conceptual Budget |
|---|--------------------------|
| Site Acquisition/Planning: | \$3,384,899 |
| Construction: | \$24,590,989 |
| Parking Structure: | \$4,608,000 |
| Contingency: | \$1,670,661 |
| Project Oversight & Inspection: | \$2,861,511 |
| Furniture, Fixtures & Equipment: | \$2,300,000 |
| Escalation: | \$1,721,939 |
| GRAND TOTAL: | \$41,138,000 |

ATTACHMENT E

CSA RECOMMENDED FUNDING

| Potential Funding Stream | |
|---|---------------------|
| Redevelopment Funds: | \$3,151,924 |
| RCC Measure C Funds: | \$17,636,076 |
| Program Reserve Measure C Funds: | \$8,100,000 |
| La Sierra Funds: | \$12,250,000 |
| GRAND TOTAL: | \$41,138,000 |

Coil School for the Arts



Vision

The Vision of the Coil School of the Arts (CSA):

The Coil School for the Arts will stand as a lighthouse institution for the region – attracting extraordinary faculty, talented students, industry leaders, and community supporters. CSA students will be in high demand by upper division schools, industry and professional companies. Partnerships with arts and entertainment companies will strengthen the demand for graduates and promote economic development in the fast-growing Inland Empire Region.

Mission

The Mission of the Coil School for the Arts (CSA):

The mission of the Coil School for the Arts is to provide students authentic, integrated, innovative, and industry-relevant training that will allow students to pursue their own artistic endeavors and to utilize artistic means to raise awareness of social justice and civil liberties in our culturally diverse community. The broad scope of the curriculum infuses educational experiences leading to the most advanced levels of artistic, technical, aesthetic, and reflective skills needed to be created in a knowledge-based economy.

Programmatic Content

- Music - Chamber Singers, Wind Ensemble, Marching Tigers, Symphony Orchestra
- Dance – Performing, Choreography
- Theatre – Acting, Musical Theatre, Technical Theatre
- Fine Arts – Painting, Ceramics, Sculpture
- Film, Television, Video





Agenda Item (VIII-E-4)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Committee - Resources (VIII-E-4) |
| Subject | Refined Project Scope and Tentative Budget for Culinary Arts Academy and District Offices |
| College/District | Riverside |
| Funding | Riverside City College and District Measure C Funds |
| Recommended Action | It is recommended the Board of Trustees approve the refined project scope and tentative budget in the amount of \$33,350,761 for the Culinary Arts Academy and District Offices. |

Background Narrative:

Initial planning concepts were presented to the Board for consideration in 2010. With the Board's approval to move forward on the Culinary Arts Academy/District Offices (CAA/DO) the planning process commenced with staff and the academic program to develop the facility to support the academic program needs, district operation consolidations, and to plan for new opportunities that the downtown site presents. As such, the planning process developed a comprehensive and multi-purpose facility, which encapsulates features that the initial concept plans did not capture.

The facility will boast a state-of-the-art culinary facility with four kitchens (including one multimedia-rich demonstration kitchen), a corner venue dining area, multi-purpose classroom(s) / board room with media integration for presentations and other uses, architecturally design façades selected by the Board given the significant corner location in downtown Riverside, offices and conference rooms to support the consolidated district operations with shared facilities and services to enhance efficiencies of operation, a rooftop pavilion for assembly, dining or other uses, a vegetated green roof, and elements of LEED certification are incorporated into the design, along with other features.

A project budget outline and tentative construction schedule are attached (Attachments A and B).

Additionally, planning CAA/DO construction concurrent with the Coil School for the Arts project (Attachment C) eliminates disruption of Culinary and District Office operations and the future need for off-site parking, and should produce significant cost savings due to the combined project's improved economies of scale. In as much as the project refinements have been reviewed with Riverside City College administration and faculty, as well as District administration, staff recommends the Board of Trustees approve the refined scope of work and project budget to reflect the current project scope of work in the amount of \$33,350,761.

Prepared By: Cynthia Azari, President, Riverside City College
Greg Gray, Chancellor
Chris Carlson, Chief of Staff
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Attachments:

[Attachments - CAADO](#)
[CAADO Elevations and Floor Plans](#)

ATTACHMENT A

PROJECT BUDGET

Culinary Arts Academy and District Offices

| | Budget |
|--|---------------------|
| Interim Housing | \$866,500 |
| Planning: | \$2,253,393 |
| Construction: | \$21,008,071 |
| Parking Structure: | \$2,602,600 |
| Contingency: | \$1,845,726 |
| Project Oversight & Inspection: | \$2,001,765 |
| Furniture, Fixtures & Equipment: | \$2,535,425 |
| Escalation: | \$1,230,483 |
| Independent Construction Total: | \$34,343,964 |
| Concurrent Construction Cost Savings: | (\$993,202) |
| Concurrent Construction GRAND TOTAL: | \$33,350,761 |

ATTACHMENT B

Culinary Arts Academy / District Offices

TENTATIVE PROJECT SCHEDULE

| | DURATION | START | FINISH |
|--|------------|--------------------------|--------------------------|
| DESIGN AND APPROVAL | 368 | June 20, 2012 | November 19, 2013 |
| Programming (with Staff Available During Summer) | 11 | June 20, 2012 | July 05, 2012 |
| Schematic Design | 30 | July 06, 2012 | August 16, 2012 |
| Design Development | 60 | August 17, 2012 | November 09, 2012 |
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| BIDDING PHASE | 99 | November 20, 2013 | April 7, 2014 |
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| Board Meeting | 0 | March 18, 2012 | |
| Issue Contracts/Execute | 15 | March 18, 2014 | April 7, 2014 |
| | | | |
| CONSTRUCTION | 560 | April 08, 2014 | May 30, 2016 |
| Construction (22 months) | 480 | April 08, 2014 | February 08, 2016 |
| Closeout/Owner Move in (2 months) | 80 | February 09, 2016 | May 30, 2016 |
| Project Complete | 0 | | May 30, 2016 |

ATTACHMENT C

CONCURRENT CONSTRUCTION COMPARISON

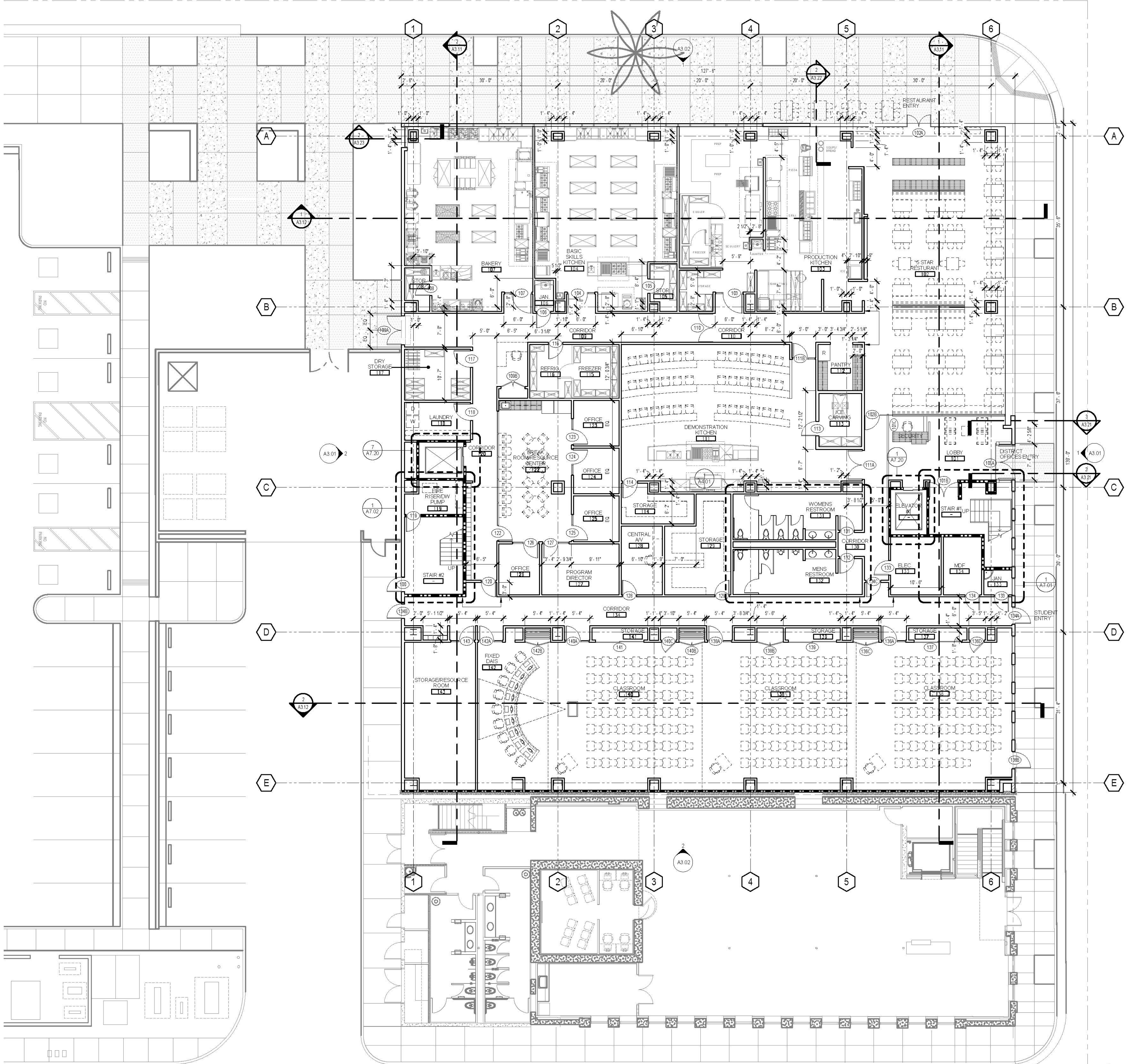
Culinary Arts Academy and District Offices

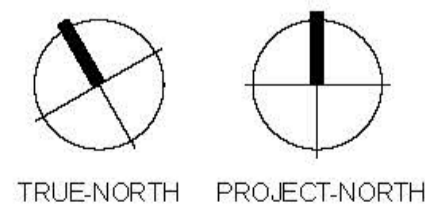
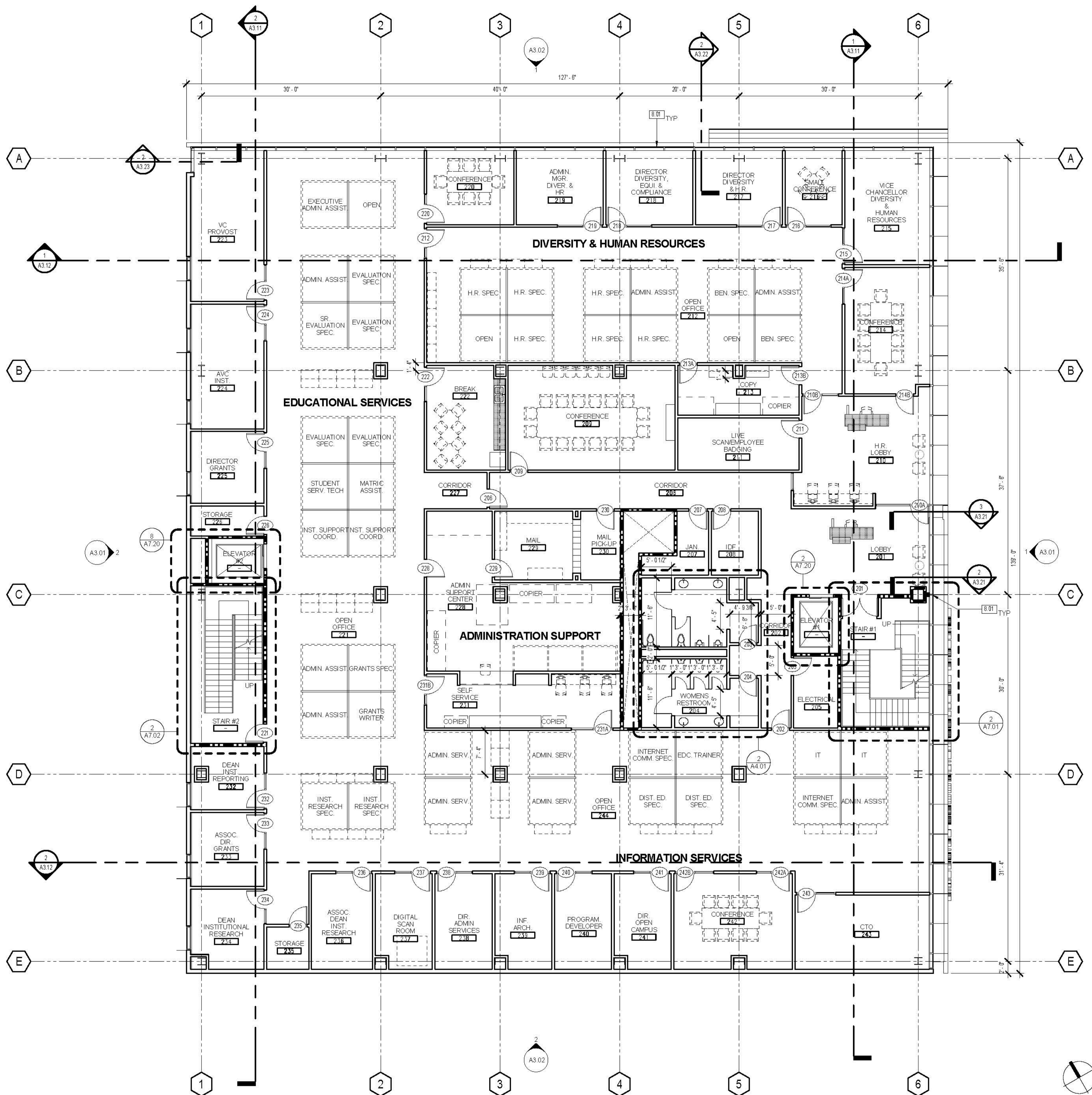
| PROJECTS: | CAADO |
|---|------------------|
| Build Independently: | |
| Grand Total of Costs: | \$34,343,964 |
| Built Concurrently: | |
| TCC Reduction in General Conditions: | \$350,000 |
| TCC Reduction in Fee: (0.5% on CSA Cost of Work) | \$82,360 |
| LPA Reduction in Fee: (Shared) | \$272,842 |
| CAADO Surface Parking Not Built: | \$288,000 |
| Subtotal of Project Savings: | \$993,202 |
| Grand Total of Costs: | \$33,350,761 |

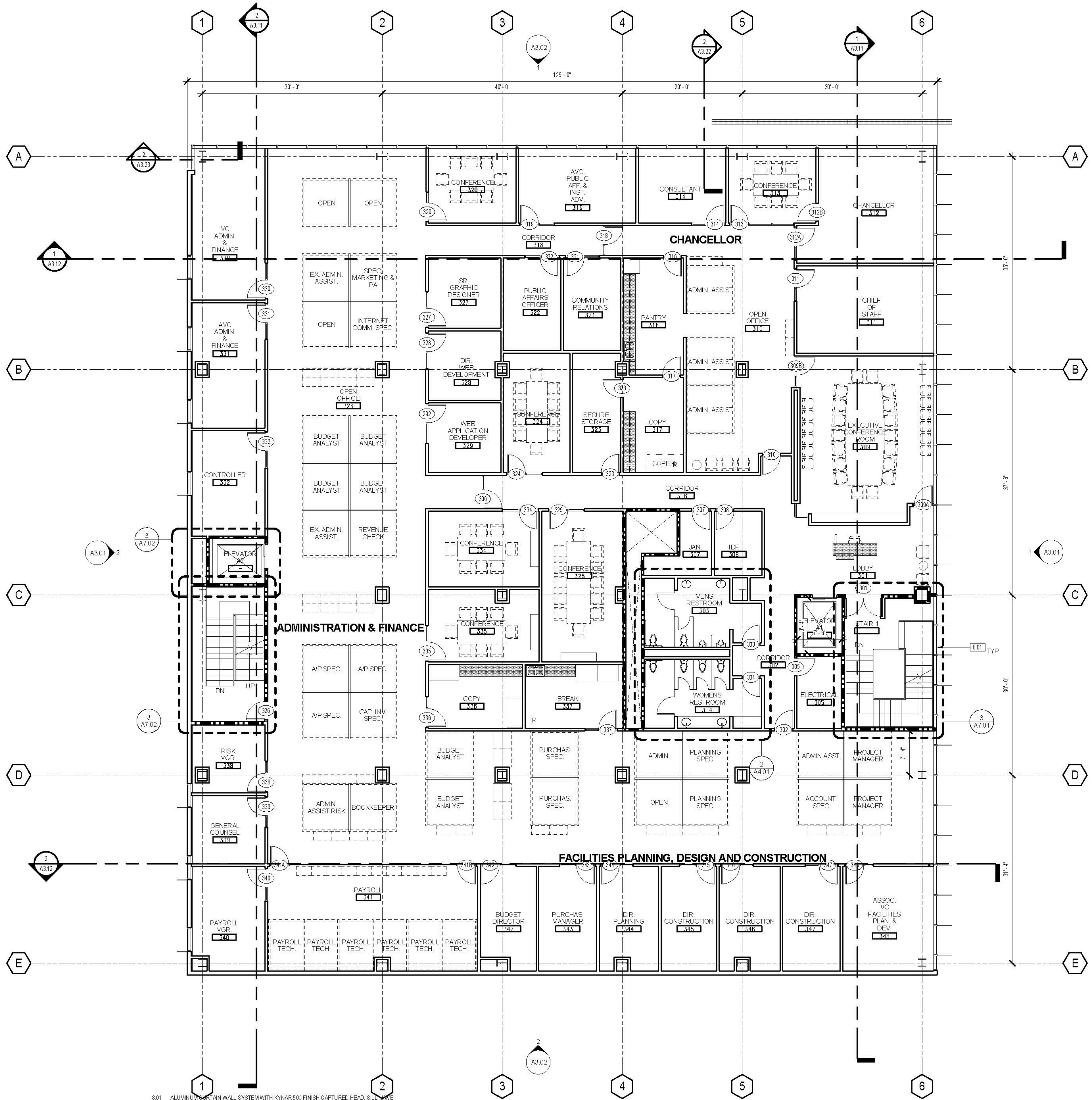


RIVERSIDE COMMUNITY COLLEGE DISTRICT

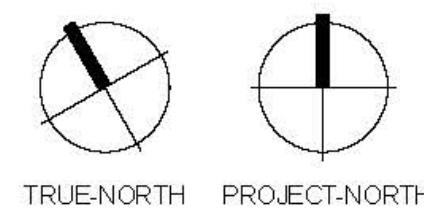
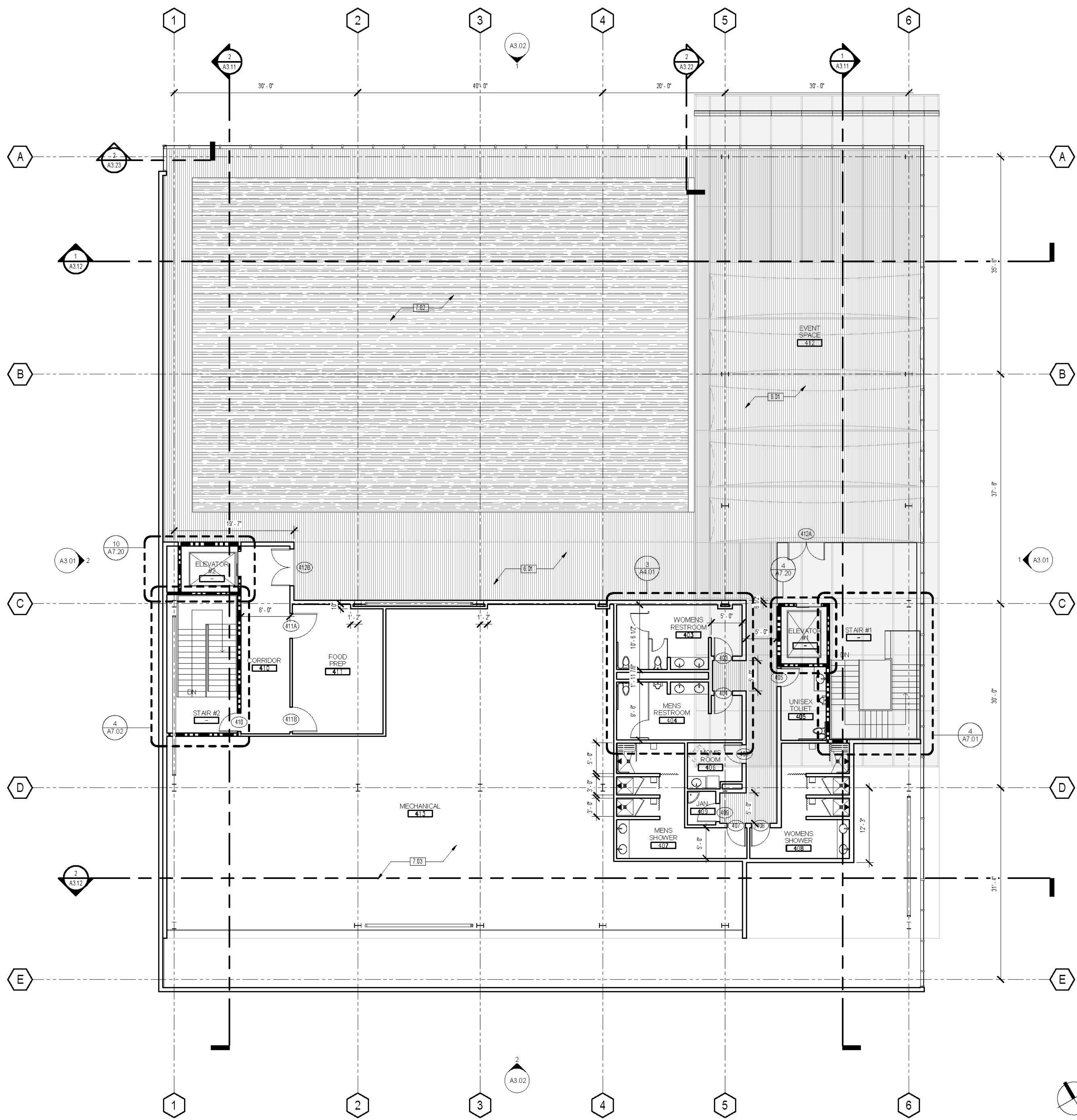
MARKET ST







801 ALUMINUM CURTAIN WALL SYSTEM WITH KYNAR 500 FINISH CAPTURED HEAD, SILL, AND
MULLIONS AND SILICONE GLAZED INTERMEDIATE VERTICAL/HORIZONTAL MULLIONS





Agenda Item (IX-A-1)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Administrative Reports (IX-A-1) |
| Subject | Holiday Schedule for Fiscal Year 2012-2013 |
| College/District | District |
| Funding | |
| Recommended Action | It is recommended that the Board of Trustees approve the fiscal year 2012-2013 holiday schedule for classified, confidential, and management employees. |

Background Narrative:

On October 18, 2011 the Board of Trustees approved a Memorandum of Understanding to create a new collective bargaining agreement between Riverside Community College District and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA), with a term of July 1, 2012 to June 30, 2013. With this extended agreement, the holiday schedule for Fiscal Year 2012-2013 was discussed with CSEA and agreed as attached.

In the past, the Board of Trustees has approved the same holiday schedule for confidential and management employees.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120619_Holiday Schedule FY 2012-2013_Backup](#)

Holiday Schedule for Fiscal Year 2012-2013

| Holiday | FY 2012/2013 | Weekday |
|--|--------------------------------|-------------------------------|
| Independence Day | July 4, 2012 | Wednesday |
| Labor Day | September 3, 2012 | Monday |
| Veterans Day | November 12, 2012 (observance) | Monday |
| Thanksgiving Day | November 22, 2012 | Thursday |
| Day after Thanksgiving | November 23, 2012 | Friday |
| Admissions Day | December 24, 2012 (observance) | Monday |
| Christmas Day | December 25, 2012 | Tuesday |
| College Closure days after Christmas Holiday | December 26, 27, & 28, 2012 | Wednesday, Thursday, & Friday |
| Vacation Day (Mandatory) | December 31, 2012 | Monday |
| New Year's Day | January 1, 2013 | Tuesday |
| Martin Luther King, Jr. Day | January 21, 2013 | Monday |
| Lincoln's Birthday | February 15, 2013 (observance) | Friday |
| Washington's Birthday | February 18, 2013 (observance) | Monday |
| Cesar Chavez Birthday | March 29, 2013 (observance) | Friday |
| Memorial Day | May 27, 2013 | Monday |



Agenda Item (IX-B-1)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Administrative Reports (IX-B-1) |
| Subject | 2012-2013 Norco College Catalog |
| College/District | Norco |
| Funding | N/A |
| Recommended Action | It is recommended that the Board of Trustees approve the 2012-2013 Norco College catalog as submitted. |

Background Narrative:

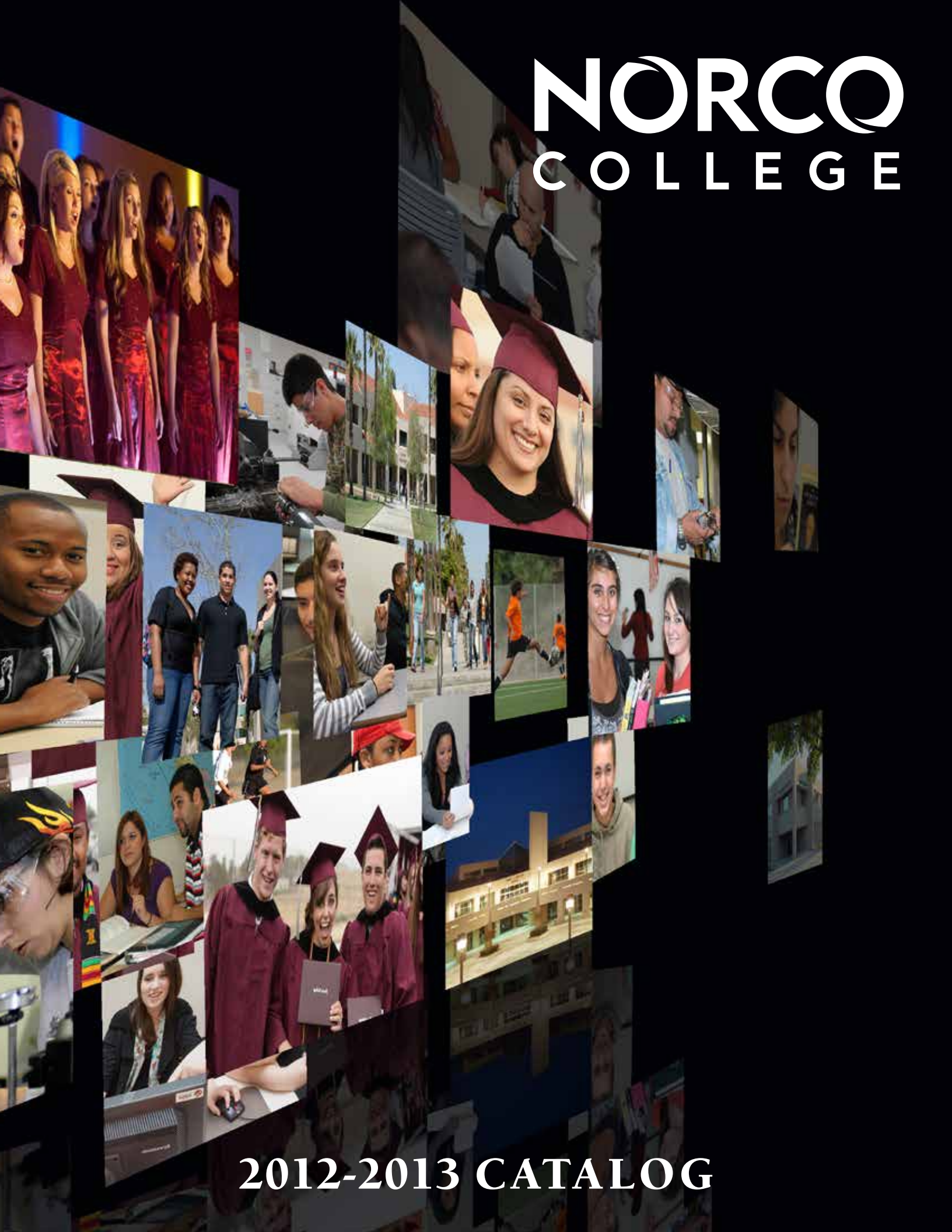
The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2011-12 academic year.

Prepared By: Debbie DiThomas, Interim President, Norco College
Ray Maghroori, Provost/Vice Chancellor, Educational Services

Attachments:

[Norco College Catalog 2012-2013](#)

NORCO COLLEGE



2012-2013 CATALOG

RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

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



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

BOARD OF TRUSTEES

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

All information contained in the 2012-13 Catalog is current as of February 2012. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

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

Available in alternative formats.

TABLE OF CONTENTS

| | | | |
|---|---------------------------|---|------------|
| BOARD OF TRUSTEES | Inside Front Cover | GRADUATION REQUIREMENTS | 27 |
| COLLEGE ADMINISTRATION | v | Associate Degree | 28 |
| ACADEMIC CALENDAR | vi | General Education Student Learning Outcomes | 28 |
| GENERAL INFORMATION | 1 | Graduation Requirements for the Associate Degree | 28 |
| Mission Statement | 2 | Residency Requirement | 28 |
| Vision, Goals and Core Commitments | 2 | Scholastic Honors at Commencement | 34 |
| Academic Freedom | 2 | Dean's List | 34 |
| Academic Year | 3 | Grading System | 35 |
| Accreditation | 3 | Credit by Examination | 39 |
| Program Length | 3 | General Education/CSU-GE Credit for CLEP Tests | 39 |
| Who May Attend | 3 | REQUIREMENTS FOR COLLEGE TRANSFER | 43 |
| Admission and Registration of Students | 3 | California State University (CSU) | 45 |
| Limitations on Enrollment | 4 | University of California (UC) | 45 |
| Matriculation | 5 | Associate in Arts for Transfer Degrees | 46 |
| Fees/Residency Requirements | 7 | CSU General Education Requirements (CSUGE) | 49 |
| Transcripts | 8 | General Education Transfer Curriculum (IGETC) | 51 |
| Refunds | 8 | CURRICULAR PATTERNS | 53 |
| Military and Veteran Students and Family Members | 8 | Workshop Courses | 54 |
| STUDENT INFORMATION | 9 | Cooperative Work Experience Education | 54 |
| Academic Appeals by Students | 10 | General Work Experience Education | 54 |
| Academic Honesty | 10 | Occupational Work Experience Education | 54 |
| Academic Renewal | 10 | High School Courses | 54 |
| The Arts | 10 | Career and Technical Education Programs | 56 |
| CalWorks | 11 | Associate in Science Degree | 56 |
| Career and Job Placement Center | 11 | State-Approved Certificate | 56 |
| Counseling Center | 11 | Locally-Approved Certificate | 56 |
| Disability Resource Center | 11 | COURSE DESCRIPTIONS | 81 |
| Discipline | 12 | Credit Courses | 83 |
| Early and Middle College Programs | 12 | Non-Credit Courses | 157 |
| Extended Opportunity Programs and Services | 12 | FACULTY | 159 |
| Student Financial Services | 12 | Norco College Faculty | 161 |
| Food Services | 16 | DISTRICT | 165 |
| Health Services | 16 | Administration | 167 |
| Honors Program | 16 | Mission Statement | 168 |
| Information Center | 17 | Goals | 168 |
| International Education/Study Abroad | 17 | Vision and Values | 168 |
| International Student Center | 17 | Functions | 168 |
| Library/Learning Resource Center | 17 | History and Development | 169 |
| Publications | 18 | District Memberships | 169 |
| Social Events | 18 | Strategic Communications and Relations | 169 |
| Clubs and Organizations | 18 | RCCD Foundation | 169 |
| College Hour | 18 | Open Campus | 170 |
| Student Government | 19 | Reserve Officer Training Corps | 170 |
| Student Employment Services | 19 | Special Supportive Services | 170 |
| Standards of Scholarship: Probation and Dismissal | 19 | Family Educational Rights and Privacy Act | 170 |
| Standards of Student Conduct | 20 | Repeat Policy | 171 |
| Student Support Services Programs (TRiO) | 25 | Commitment to Diversity, Non-Discrimination and Prohibition of Harassment and Retaliation Policies | 173 |
| Transfer Center | 25 | Academic Administration | 178 |
| Tutorial Services | 25 | Emeriti | 179 |
| Veterans Assistance | 26 | INDEX | 181 |

GREETINGS FROM OUR PRESIDENT

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

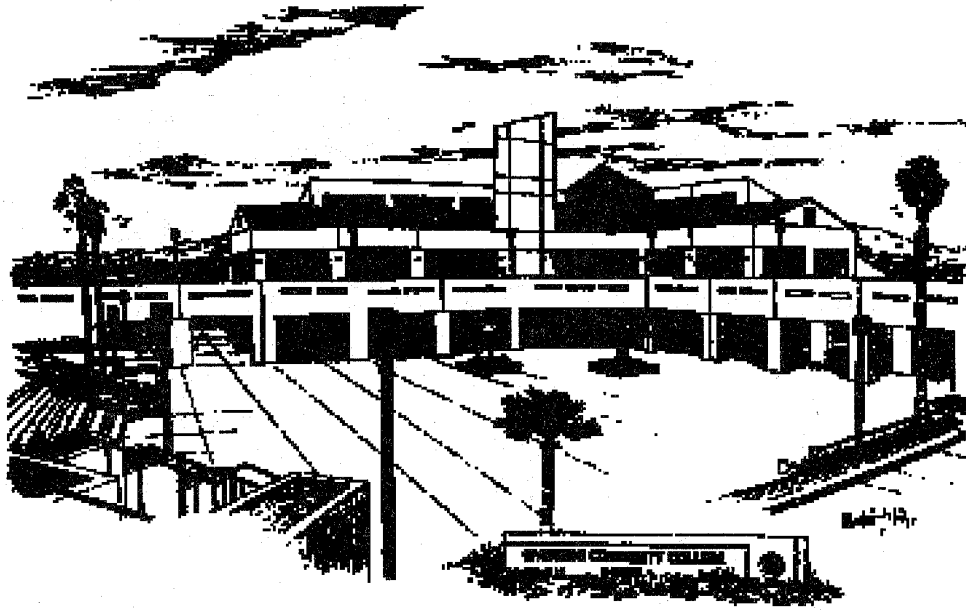


Norco College's strong links with our local community, business and industry leaders, area universities, and local K-12 school districts enable us to give you an education of excellence in emerging programs like logistics and supply chain technology, computer game design and industrial technology. They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

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

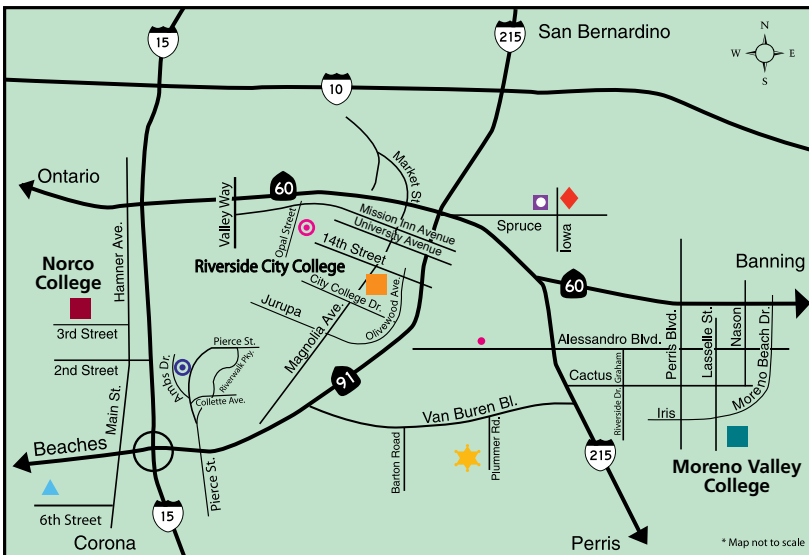
Best Wishes on your Road to Success!
Paul Parnell, Ph.D.
President
Norco College
Riverside Community College District





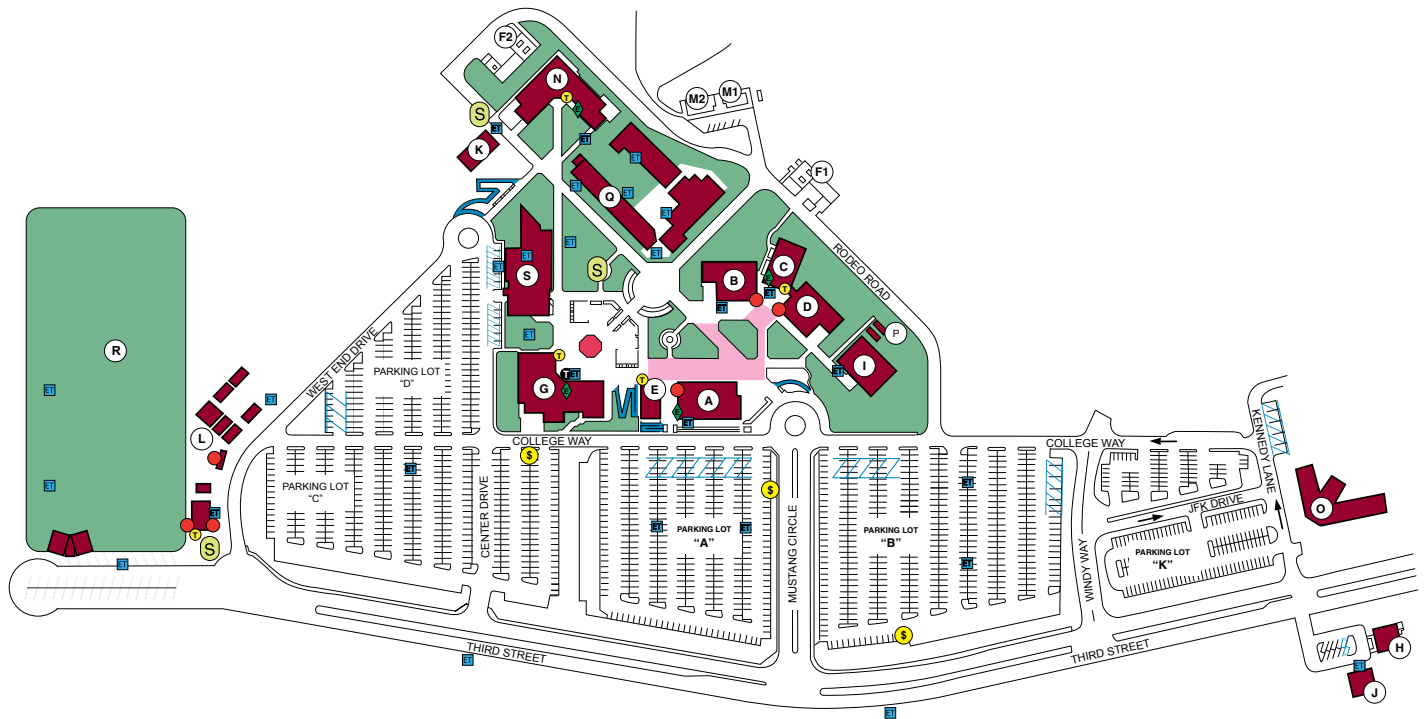
RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

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

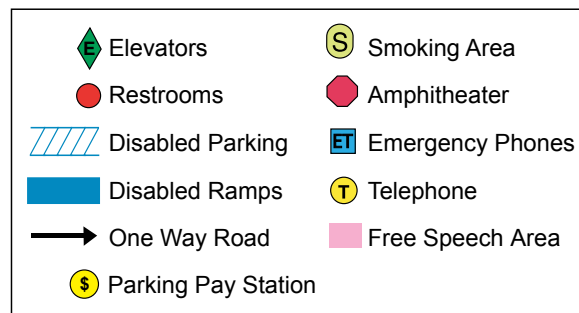


- **Riverside City College**
 4800 Magnolia Avenue
 Riverside, CA 92506-1299
 (951) 222-8000
- **Norco College**
 2001 Third Street
 Norco, CA 92860-2600
 (951) 372-7000
- **Moreno Valley College**
 16130 Lasselle Street
 Moreno Valley, CA 92551-2045
 (951) 571-6100
- **RCCSO**
 450 E. Alessandro Blvd.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

NORCO COLLEGE



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



NORCO COLLEGE

Dr. Paul Parnell
President

Mr. David Bobbitt
Interim Vice President of Business Services

Dr. Diane Dieckmeyer
Vice President, Academic Affairs

Dr. Debbie DiThomas
Vice President, Student Services

Dr. Greg Aycock
Dean, Student Success

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

Dr. Monica Green
Dean, Student Services

Mr. Damon Nance
Dean, Technology and Learning Resources

Mr. Kevin Fleming
Associate Dean, Career and Technical Education

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

Dr. Koji Uesugi
Associate Dean, Special Funded Programs

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

Ms. Eva Amezola
Director, Upward Bound

Ms. Hortencia Cuevas
Program Director, Student Support Services

Mr. Mark DeAsis
Director, Enrollment Services

Ms. Maria Gonzalez
Director, Student Financial Services

Ms. Lisa McAllister
Director, Health Services

Ms. Julie Mendez
Director, Upward Bound

Mr. Steve Monsanto
Director, Facilities

Ms. Lorena Patton
Director, Title III STEM Grant

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



Riverside Community College District 2012-2013 ACADEMIC CALENDAR

| June 2012 | | | | | | |
|-----------|----|----|----|----|----|----|
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| July 2012 | | | | | | |
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| August 2012 | | | | | | |
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| September 2012 | | | | | | |
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| December 2012 | | | | | | |
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| January 2013 | | | | | | |
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| February 2013 | | | | | | |
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| March 2013 | | | | | | |
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| April 2013 | | | | | | |
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| May 2013 | | | | | | |
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| June 2013 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

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

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



Section I

GENERAL INFORMATION

MISSION STATEMENT

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

VISION STATEMENT

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

GOALS

Goal 1: Increase student retention, persistence, and success

Goal 2: Improve the quality of student life

Goal 3: Increase student access

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

Goal 5: Enhance institutional effectiveness

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

CORE COMMITMENTS

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

MUTUAL RESPECT

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

COLLEGIALITY

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

INCLUSIVENESS

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

INTEGRITY

Maintaining an open, honest, and ethical environment

INNOVATION

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

QUALITY

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

ACCESS

Providing open admissions and comprehensive educational opportunities for all students

STUDENT SUCCESS

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

CIVIC ENGAGEMENT

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

ENVIRONMENTAL STEWARDSHIP

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

ACADEMIC FREEDOM

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

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

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

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

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

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

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

should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

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

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2012-2013 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

ACCREDITATION

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

Norco College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for non quota immigrant students, and by the United States Department of Education. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Norco College.

PROGRAM LENGTH

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

WHO MAY ATTEND

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

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

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

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to

enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

High School/Concurrent Enrollment

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

ADMISSION AND REGISTRATION OF STUDENTS

Students need to apply if:

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

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

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

Schedule of Classes

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

Registration

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

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

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

Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available

the student is automatically added and his/her account charged with enrollment and other required fees. Changes in Waitlist status are emailed to the student's college email address and are posted to the student's WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

Procedure for Adding and Dropping Classes

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

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

Units for Full -Time/Part-Time Status

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

Attendance

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

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

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

LIMITATIONS ON ENROLLMENT

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

Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions to Remedial Limitation

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

Prerequisite

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

Corequisite

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

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

Advisory

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

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City, Moreno Valley or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a “Student Request for Official Evaluation” form. These forms are available in the Counseling Department. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations Office once all official transcripts (ones that are received by RCCD directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the kinesiology department about sports physicals.

MATRICULATION

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

Assessment of Basic Skills

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

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

Norco College schedules in person appointments for Accuplacer and PTESL online at www.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) 372-7156.

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

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at RCCD. The

student’s Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at one of the Assessment Centers along with a special Matriculation Appeal. Evaluations and processing takes from one to five working days.

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

Extensive information on assessment testing, test preparation, details of all tests available, sample questions, hours of operation and more is available at <http://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. Student will be able 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 question please call (951) 372-7101 or stop by the Counseling department. New students are encouraged to complete Guidance 45, Introduction to College during their first semester at RCCD.

Counseling for Continuing Students

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

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

Are You Exempt From Matriculation Pre-Enrollment Requirements?

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

A. Students who have completed 60 or more units or who

have graduated from an accredited U.S. college or university with an AA degree or higher.

B. First-time college students who have declared one of the following goals:

- Advance in current career/job
- Maintain certificate/license
- Educational development
- Complete credits for high school diploma

C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

Follow-Up

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

Students Rights and Responsibilities

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

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

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

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that

involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;

7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

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

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

Students may appeal to retake the placement test:

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

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

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

If you have questions regarding the matriculation process, please contact the Counseling Center at Norco (951) 372-7101.

Student Educational Plan

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

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.

FEES/RESIDENCY REQUIREMENTS

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

Enrollment Fees-California Residents

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California. Residency determination is made as of the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

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

Non-Resident Tuition and Fees

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

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

AB 540 Non-Resident Fee Waiver

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

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

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

A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

Health Fee

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

Students who qualify for a Board of Governor's Waiver (BOGW) must pay the health fee.

Parking

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

Transportation Fee

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

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

Library/Learning Resource Center Fees

Overdue fines:

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

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

Replacement bills:

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

Refunds:

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

Library card fees:

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

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The Norco Bookstore has many choices for students to purchase their books. We offer a successful rental program, many digital options, used and new textbooks.

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

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

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

The Norco Bookstore will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos). If you are using your parent's credit card, you **MUST** have a written authorization letter from them with a signature on both the letter and the card. We also accept Barnes and Noble gift cards. We do not accept checks.

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

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

RCCD TRANSCRIPTS

The RCCD transcript includes only coursework completed at a college in the Riverside Community College District. Official student transcripts may be requested on WebAdvisor at www.norcollege.edu, or in the Admissions office at the Student Services building.

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

Other Transcripts

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

International Students in F-1 Visa Status

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

REFUND DEADLINES FOR FEES

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

Holds on Records

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

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

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

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

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



Section II
STUDENT INFORMATION



ACADEMIC APPEALS BY STUDENTS

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

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

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

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

ACADEMIC HONESTY

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

ACADEMIC RENEWAL

Academic Renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period of time excluded from the calculation of the RCCD grade point average. All courses and grades remain on the student's permanent academic record. Petitions forms are available online at www.norcocollege.edu on the Admissions and Records webpage. The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.

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

Course Prerequisites and Corequisites

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

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

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

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

THE ARTS

ART

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

MUSIC

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

CALWORKS AT NORCO COLLEGE:

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

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

Call (951) 372-7052 for more information.

CAREER AND JOB PLACEMENT CENTER

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

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

Our services include:

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

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

COUNSELING CENTER

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

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

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

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

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

How To Schedule An Appointment With a Counselor

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

DISABILITY RESOURCE CENTER

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

Services are available to students with:

Physical Disabilities:

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

Learning Disabilities:

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

Other Health Impairments:

Cardiac Disease

Diabetes

Epilepsy

Psychological Disabilities

Communicative Disabilities:

Deaf

Hearing Impaired

Speech Impaired

Respiratory Disease

Temporary Disabilities:

Broken Bones

Post Operative Recovery

Other

Support Services Available Include:

Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)

Counseling

High Tech Center (Adaptive computer equipment) and assistive devices

Interpreters/RTC for the Deaf

Liaison with other agencies

Mobility assistance

Note-taking services

Priority Registration

Test Facilitation

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

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

DISCIPLINE

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

EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers, early and middle college programs on each of its three colleges. While the programs differ from one another in some significant respects, all enable high school students to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about enrollment opportunities at Kennedy Middle College High School or visit www.cnusd.k12.ca.us/jkhs for details.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

- Personal, academic, and career counseling
- Priority Registration
- Supplemental book services
- Over-and-above tutoring
- Transfer information and assistance

To be eligible for EOPS at Norco College, a student must:

1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 of Title 5);
3. have fewer than 45 units of degree-applicable college credits;
4. qualify to receive a Board of Governor's Waiver under either Method A or B;
5. be educationally disadvantaged:
 - a. not qualify for degree-applicable English or Math course or
 - b. did not graduate from high school or
 - c. high school GPA below 2.5 or
 - d. previous enrollment in remedial education

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

Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving Temporary Assistance for Needy Families (TANF) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to **INDEPENDENCE**.

To be eligible a student must:

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

CARE services are supplemental to EOPS services and MAY include:

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

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

STUDENT FINANCIAL SERVICES

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

The Free Application for Federal Student Aid (FAFSA)

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

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

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

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

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

Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will

waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list Norco College School code #041761 and you will be automatically awarded the BOGW if eligible. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB 540 program.

- If you are not a California resident, you may be eligible to apply for:
 - a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online.
 - a non-resident tuition deferment if you are eligible for financial aid. This deferment assists students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester. For more information, view the “information for non-resident” chapter in our consumer guide online at www.norcollege.edu.

- **Federal Pell Grant (up to \$5550 for the academic year, subject to change)** is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and the amount. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than ½ time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS Office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

- **Federal Supplemental Educational Opportunity Grant (FSEOG) (up to \$1000 for the academic year at Norco College and is subject to change)** is awarded to undergraduate students with exceptional financial need

and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

- **Cal Grants** (up to \$1551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend Norco College you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must be meeting the Norco College Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.

- **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college at least half-time (6 units) during the fall and/or spring semester *and* must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for Norco College to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's enrollment prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

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

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

- **Federal Work Study** (earn up to \$4000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case by case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the Norco College school code #041761. To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the website at Student Financial Services website at www.norcocollege.edu for the link to the student employment job listings.

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

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

- Students must be meeting the SFS **Satisfactory Academic Progress (SAP)** standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at Norco College and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit the **“Direct Loan Request Form”** to the Norco College Student Financial Services office.
- Student must also have a current Student Educational Plan (SEP) on file with Norco College which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the **“Direct Loan Request Form”** regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory

Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.

- Please refer to our consumer guide online at: www.norcocollege.edu for a full list of requirements for applying for a student loan at Norco College.
- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year you wish to apply for a loan at Norco College. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at Norco College. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

Scholarships

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

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early December. Information and instructions on how to apply are available on our website early in the fall semester at www.norcocollege.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.norcocollege.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.norcocollege.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.norcocollege.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.norcocollege.edu or you may call (951) 372-7101.

• Citizen or eligible non-citizen

To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of

permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.

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

- **Return of Title IV funds**

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

- Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, and Riverside City College) will be paid for by your home college, if eligible.

- **Satisfactory Academic Progress**

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

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: 7am- 8pm
Friday: 7am – 1pm
Sat – Sun: Closed

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

HEALTH SERVICES

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

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

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

We are here to serve you! All medical records and discussions with our staff are strictly confidential.

HONORS PROGRAM

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

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

- 3.0 GPA in 9 transferable units

You can find more information regarding Student Financial Services and access forms for download on our website at www.norco.edu.

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

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

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

Benefits

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

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- Transfer agreements, including UC Irvine and UCLA.
- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- The opportunity to present work at student research conferences.
- A community of dedicated, motivated students and faculty.

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

INFORMATION CENTER

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

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

INTERNATIONAL EDUCATION/STUDY ABROAD

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

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

INTERNATIONAL STUDENT CENTER

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

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

LIBRARY/LEARNING RESOURCE CENTER (LLRC)

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

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

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

Wilfred J. Airey Library (Norco College)
 Monday-Thursday: 7:30 a.m. - 8:00 p.m.
 Friday: 7:30 a.m. - 1:00 p.m.
 Circulation Services: (951) 372 – 7019
 Reference Desk: (951) 372 – 7115

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

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

PUBLICATIONS

Students enrolled at Norco College may publish their own student newspaper, the Norco Voice. The newspaper, which is student produced, reports on issues and events pertaining to not only the RCCD college, but also the broader communities. The Norco Voice is free and can be obtained in newspaper dispensers provided in various locations on campus. During terms when the Norco Voice cannot be published; alternate forums are made available to students.

SOCIAL EVENTS

An extensive program of activities is provided by the Associated Students Norco College (ASNC). A calendar of these events is maintained in the Center for Student Success Room 106 (CSS 106). New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our web site at sites.google.com/site/asnorcocollege.

CLUBS AND ORGANIZATIONS

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

Honors

AGS (Alpha Gamma Sigma)
Norco Scholars Association

Athletics

Soccer Club
Table Tennis Club

Religious

Mustangs for Christ
Muslim Student Association

Academic

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

Business

SIFE (Students in Free Enterprise)

Social and Cultural

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

Special Interest

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

COLLEGE HOUR

Norco College is committed to a strong co-curricular program which is intended to complement instructional programs by offering a broader educational experience providing two "activity hours" per week: Tuesday/Thursday. During College Hour, an extensive program of

activities (e.g., lectures, films, speakers) is provided by the ASNC in collaboration with the Inter Club Council. A master calendar of these events is maintained in the Student Activities Office (CSS 106).

DEAN OF STUDENT SERVICES

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

EDUCATIONAL SERVICE-SOCIAL

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

FERPA

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

HONOR SOCIETY

Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the college was granted membership in Alpha Gamma Sigma, The California community college honor society. Alpha Gamma Sigma chapter was granted its charter on May 8, 1953. The Gamma Zeta chapter of Alpha Gamma Sigma became active at Norco College on April 22, 1995.

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

SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated. On the Norco College, three designated smoking areas are available. Please see the campus map on page iv for specific locations.

STUDENT ACTIVITIES OFFICE

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

Programs and Services

- Support for the Associated Students of Norco College
- Support for college clubs and organizations
- College social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events
- Provides information and services to all students pertaining to scholarships, book loans, employment, housing, volunteer opportunities and intramural athletics.

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development. The Student Activities Office is located in the Center for Student Success, 1st floor.

STUDENT GOVERNMENT

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

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

Students can become involved in ASNC either by running for office, by being appointed to vacant positions or by becoming involved in a wide range of other activities.

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

STUDENT EMPLOYMENT SERVICES

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

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

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

1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.gov.
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

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

Types of FWS Programs

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

2. District (non-work study) Employment

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

Students must:

- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

Students must have a valid social security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information on the Student Employment programs or to view Federal Work Study information on the Student Employment programs or to view Federal Work study and District positions please refer to our website at www.norcocollege.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 one (1) course during intersessions.

Standards for Probation

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

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

unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

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

Standards for Dismissal

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

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

STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee,

which is concurred by the Chancellor.

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

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at www.rccd.edu/administration/board.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District Property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.

- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Disciplinary Action

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

College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.

8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
 9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.
- C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
1. The faculty member may: a) reduce the score on test(s) or assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.
 2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

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

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

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

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

Student Grievance Procedure for Student-Related Issues

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

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

1. Concurrence with the decision; or
2. A grievance challenging the action.

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

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

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

Hearing Procedures

Request for Hearing:

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

Schedule of Hearing:

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

Hearing Panel:

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

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

Hearing Panel Chair:

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

Conduct of Hearing:

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

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

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

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

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

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

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

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

Chief Executive Officer's Decision:

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

Chancellor's Decision:

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

Board of Trustees' Decision:

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

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

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

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

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

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

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

General Grievance Process For Matters Other Than Disciplinary:

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

1. Consultation Process

- a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.

- b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
- c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
- d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
 - 1. For academic matters, the conference will be with the College Chief Instructional Officer.
 - 2. For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
- e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
- f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty 120 days from the date of the incident giving rise to the grievance.

2. Formal Hearing

- a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
- b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
- c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
 - (1) One (1) student appointed by the ASRCC College President.
 - (2) One (1) faculty member appointed by the College Academic Senate President.
 - (3) One (1) manager appointed by the Chief Executive Officer of the College.
 - (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
- d. The College Student Grievance Committee will:
 - (1) Set a reasonable time limit for the hearing.
 - (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
 - (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
 - (4) Allow each party the right to be assisted at the hearing

- by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.
- (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
- (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
- (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.
- e. The formal hearing shall be closed to the public.
- f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
- g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
 - (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision,
 - (2) Modify the recommended decision,
 - (3) Recommend action to the Board of Trustees.

3. Appeals:

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

Office of Primary Responsibility:

- A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline will follow procedures delineated in AP 5520.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

STUDENT SUPPORT SERVICES PROGRAMS (TRiO) Student Support Services Realizing Individual Success through Education (SSS RISE)

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

Services:

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

Eligibility:

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

STUDENT SUPPORT SERVICES PROGRAM (SSS)

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

Services:

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

Eligibility:

- Low-income students by federal guidelines for income and family size.
- First generation college students (neither parent received a four-year degree) and/or disabled
- Citizen or permanent resident of the United States
- Show potential for future success in higher education, plan on completing A.A. degree, certificate program
- Has a need for academic support, (as determined by the S.S.S. Program)

- Enrolled at Norco College with a minimum of 12 units
- No more than 30 units completed

TRANSFER CENTER

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

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

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

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

TUTORIAL SERVICES

Why should you come for tutoring?

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

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

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

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

How To Obtain Tutoring Services

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

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling

the office.

- Meet with your tutor during your appointment time on campus.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn!

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

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

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

Norco College

Library Building, 1st Floor

Telephone number: (951) 372-7143

Fax number: (951) 372-7076

VETERANS ASSISTANCE

Norco College provides assistance to veterans for the following benefit programs:

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

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

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

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

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

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

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





Section III
GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

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

GENERAL EDUCATION

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

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

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

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

Critical Thinking

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

Information Skills

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

Communication Skills

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

Breadth of Knowledge

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

Application of Knowledge

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

Global Awareness

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

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

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

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

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

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

I. RESIDENCE REQUIREMENT

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

of the colleges within the Riverside Community College District.

II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

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

III. GRADE POINT AVERAGE REQUIREMENT

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

IV. UNIT REQUIREMENT

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

ASSOCIATE IN ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

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

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

PROGRAM LEARNING OUTCOMES:

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

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;

3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management;
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

A course may only be counted once.

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

COMMUNICATION, MEDIA, AND LANGUAGES

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

PROGRAM LEARNING OUTCOMES:

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

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

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

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

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

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

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

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

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

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

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

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

Chinese (CHI): 1, 2, 11

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

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

Greek (GRK): 1, 2

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

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

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

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

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

FINE AND APPLIED ARTS

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

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

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

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

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

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

HUMANITIES, PHILOSOPHY, AND ARTS

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

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

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38,

D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67

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

Music (MUS): 38, 39, P12

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

KINESIOLOGY, HEALTH AND WELLNESS

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

Health Science (HES): 1

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

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

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

Biology (BIO): 17, 30, 34

Early Childhood Education (EAR): 26

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

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

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

A85, A86, A87, A88, A89, A90, A92, A94, A95

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

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

SOCIAL AND BEHAVIORAL STUDIES

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

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

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

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

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

Library Science (LIB): 1

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

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

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

ASSOCIATE IN SCIENCE

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate in Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more with a grade of "C" or better or a "P" if the course is taken on a "pass/nopass" basis plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 62-80 of the catalog.

MATH AND SCIENCE

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

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

PROGRAM LEARNING OUTCOMES:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

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

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

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

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

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

Anatomy and Physiology (AMY): 2A, 2B, 10
 Anthropology (ANT): 1
 Astronomy (AST): 1A, 1B
 Biology (BIO): 1, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 30, 34, 36
 Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17
 Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C
 Electronics (ELE): 21, 22, 23, 24, 25
 Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35
 Geography (GEG): 1, 1L, 1H, 5
 Geology (GEO): 1, 1L, 1B, 3
 Health Science (HES): 1
 Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36.
 Microbiology (MIC): 1
 Oceanography (OCE): 1, 1L
 Physical Science (PHS): 1, 5, 17
 Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11
 Psychology (PSY): 2

A course may only be counted once.

DEGREE CHANGE ALERT!

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

V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee), or by the successful completion of a Riverside Community College District mathematics course with a “C” or higher selected from Math 1-36 (excluding MAT-32), or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
 1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading;
OR
 2. completion of Reading 83 with a “C” or higher;
OR
 3. a minimum grade of “C” in each general education course;
OR
 4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units

undertaken at the college.

5. Students who have completed an associate’s or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a “C” grade or better.

VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

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

A. NATURAL SCIENCES (3 UNITS)

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

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

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

C. HUMANITIES (3 UNITS)

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

D. LANGUAGE AND RATIONALITY (10 UNITS)

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

VII. ADDITIONAL DEGREE REQUIREMENTS

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

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

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

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

VIII. CERTIFICATE PROGRAM

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

in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College District with a grade of "C" or better.

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

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

Summer – First day of summer term through July 15 to apply for summer 2012, fall 2012, winter 2013, spring 2013

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

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

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

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

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

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

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

X. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ Summer 12 through Spring 13. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

SCHOLASTIC HONORS AT COMMENCEMENT

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

DEAN'S LIST

Each semester, those students who have demonstrated outstanding

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

GRADING SYSTEM

Grades

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

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

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

Students should refer to WebAdvisor for withdrawal deadlines.

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

Grade Points

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

Grade Changes

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

Extenuating Circumstances Petition

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

Auditing Classes

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

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 20% of course for short term courses.
5. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
8. The audit fee is \$15 per unit. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.

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

Pass/No Pass Classes

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

1. Class sections wherein all students are evaluated on a Pass/No Pass basis.
2. Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Students electing this option must file a petition in the Admissions office at Riverside City, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20% of a shorter-than-semester term.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions

are counted in satisfaction of community college curriculum and graduation requirements.

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

Final Examinations-Final Grades

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

Advanced Placement

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

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

Students who have successfully completed exams in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A.3. Official Placement Scores should be sent to the Admissions and Records Office for official evaluation.

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

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



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

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

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

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

CREDIT BY EXAMINATION

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

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

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

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

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

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

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

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

CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

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

RCCD GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

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





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

MILITARY CREDIT

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







Section IV

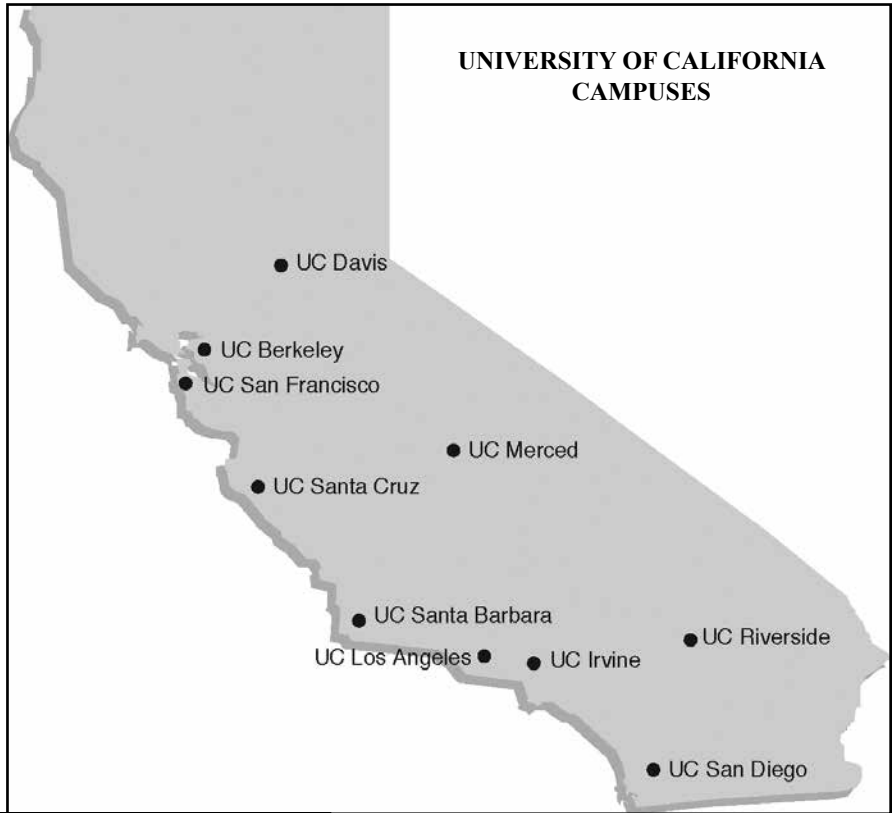
**REQUIREMENTS FOR
COLLEGE TRANSFER**

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)

UC Website: www.ucop.edu/pathways

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



CALIFORNIA STATE UNIVERSITY CAMPUSES



California State University (CSU)

CSU Website: www.csu.mentor.edu

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

REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

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

CALIFORNIA STATE UNIVERSITY (CSU)

CSU Minimum Admissions Requirements

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

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

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

CSU GE CERTIFICATION

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

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

UNIVERSITY OF CALIFORNIA (UC)

UC Minimum Admission Requirements

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

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

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

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

IGETC CERTIFICATION

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

PARTIAL IGETC CERTIFICATION

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

UC IGETC LIMITATION

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

HOW TO REQUEST CERTIFICATION

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

MAJOR PREPARATION COURSES FOR TRANSFER

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

ASSIST

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

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

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

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

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

PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

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

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



Associate Degree
for Transfer™

ASSOCIATE DEGREES FOR TRANSFER

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

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

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

COMMUNICATION STUDIES

NAA587 (CSUGE)
NAA588 (IGETC)

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

Program Learning Outcomes

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

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

| Required Courses (18-19 units) | | Units |
|--------------------------------|-----------------------------|-------|
| COM-1/1H | Public Speaking | 3 |
| COM-9/9H | Interpersonal Communication | 3 |

| | | |
|-----------|--------------|-----|
| Electives | from Group A | 3 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3-4 |

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

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

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

Associate in Arts for Transfer Degree

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

EARLY CHILDHOOD EDUCATION NAS529 (CSUGE) NAS530 (IGETC)

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

Program Learning Outcomes

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

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

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

Associate in Science for Transfer Degree

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

SOCIOLOGY

NAA695 (CSUGE) NAA696 (IGETC)

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

Program Learning Outcomes

- Upon successful completion of this program, students should be able to:
- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
 - Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
 - Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
 - Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

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

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

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

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

Associate in Arts for Transfer Degree

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



CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2012-2013

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

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

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

A-1: Oral Communication:

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

A-3: Critical Thinking:

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

A-2: Written Communication:

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

MAT-32 Introduction to Symbolic Logic (Same as PHI-32)
PHI-11 Critical Thinking
PHI-32 Introduction to Symbolic Logic (Same as MAT-32)
REA-4 Critical Reading as Critical Thinking

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

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

B-1: Physical Science:

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

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

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

B-2: Life Science:

AMY-2A Anatomy and Physiology I
AMY-2B Anatomy and Physiology II
AMY-10 Survey of Human Anat. and Phys.
ANT-1 Physical Anthropology
BIO-1 General Biology
BIO-2A General Zoology I, Invertebrates
BIO-2B General Zoology II, Vertebrates
BIO-3 Field Botany

BIO-5 General Botany
BIO-6 Introduction to Zoology
BIO-7 Marine Biology
BIO-8 Principles of Ecology
BIO-9 Introduction to the Natural History
of So. Cal.
BIO-10 Principles of Life Science
BIO-11 Intro. to Molecular and Cellular Biology

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

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

B-3: Laboratory Activity:

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

B-4: Mathematics/Quantitative Reasoning (Grade of “C” or better is required; min. 3 semester units):

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

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

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

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

C-1: Arts:

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

ART-6 Art Appreciation or
ART-6H Honors Art Appreciation
ART-7 Women Artists in History
ART-8 Mexican Art History
ART-9 African Art History
ART-10 Modern and Contemporary Art History
COM-11 Storytelling
DAN-6 Dance Appreciation
GAM-21 History of Video Games

MUS-3 Fundamentals of Music
MUS-19 Music Appreciation
MUS-23 History of Rock and Roll
MUS-25 Jazz Appreciation
MUS-26 Film Music Appreciation
MUS-89 Music of Multicultural America
THE-3 Introduction to the Theater
THE-29 Musical Theater Appreciation

C-2: Humanities:

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

FRE-2 French 2
FRE-3 French 3
FRE-8 Intermediate Conversation
FRE-11 Culture and Civilization
HIS-1 History of World Civilizations I
HIS-2 History of World Civilizations II
HIS-6 Political and Social History of the U.S. or

HUM-11 Religion in America
HUM-16 Arts and Ideas: American Culture
HUM-18 Death: An Interdisciplinary Perspective
HUM-23 The Bible as Literature
HUM-35 Philosophy of Religion
(Same as PHI-35)
JPN-1 Japanese 1

C-2: Humanities (Continued):

ENG-8 Introduction to Mythology
(Same as HUM-8)
ENG-9 Introduction to Shakespeare
ENG-11 Creative Writing
ENG-14 American Literature I: Pre- Contact
through the Civil War
ENG-15 American Literature II: 1860 to Present
ENG-18 Survey of Native American Literature
ENG-20 Survey of African American Literature
ENG-23 The Bible as Literature
(Same as HUM-23)
ENG-30 Children's Literature
ENG-35 Images of Women in Literature
ENG-40 World Literature I: Ancient Literature
through 1650 C.E.
ENG-41 World Literature II: 1650 C.E. through
the Present
ENG-44 Poetry from the 20th century to the
Present
ENG-45 Modern Drama
ENG-48 Short Story and Drama from 20th
century to the present
FRE-1 French I

HIS-6H Honors Political and Social History of
the U.S.
HIS-7 Political and Social History of the U.S. or
HIS-7H Honors Political and Social History of
the U.S.
HIS-14 African American History I
HIS-25 History of Mexico
HIS-26 History of California
HIS-31 Introduction to Chicano Studies
HIS-34 History of Women in America
HUM-3 Creativity and the Imagination
HUM-4 Arts and Ideas: Ancient World through
the Late Medieval Period or
HUM-4H Honors Arts and Ideas: Ancient World
through the Late Medieval Period
HUM-5 Arts and Ideas: The Renaissance
through the Modern Era or
HUM-5H Honors Arts and Ideas: The
Renaissance the Modern Era
HUM-8 Introduction to Mythology
(Same as ENG-8)
HUM-10 World Religions or
HUM-10H Honors World Religions

JPN-2 Japanese 2
JPN-3 Japanese 3
JPN-4 Japanese 4
JPN-11 Culture and Civilization
PHI-10 Introduction to Philosophy or
PHI-10H Honors Introduction to Philosophy
PHI-12 Introduction to Ethics:
Contemporary Moral Issues
PHI-15 Bio-Medical Ethics
PHI-33 Intro. to Social and Political Philosophy
PHI-35 Philosophy of Religion
(Same as HUM-35)
SPA-1 Spanish 1 or
SPA-1H Honors Spanish 1
SPA-2 Spanish 2 or
SPA-2H Honors Spanish 2
SPA-3 Spanish 3
SPA-3N Spanish for Native Speakers
SPA-4 Spanish 4
SPA-8 Intermediate Conversation
SPA-11 Spanish Culture and Civilization
SPA-12 Latin American Culture and Civilization

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

ANT-2 Cultural Anthropology
ANT-3 Prehistoric Cultures
ANT-5 Cultures of Ancient Mexico
ANT-6 Introduction to Archaeology
ANT-7 Anthropology of Religion
ANT-8 Language and Culture

D-2: Economics:

ECO-4 Introduction to Economics
ECO-7 Principles of Macroeconomics or
ECO-7H Honors Principles of Macroeconomics
ECO-8 Principles of Microeconomics

D-3: Ethnic Studies:

ANT-4 Native American Cultures
HIS-14 African American History I
HIS-31 Introduction to Chicano Studies
SOC-10 Race and Ethnic Relations

D-4: Gender Studies:

COM-13 Gender Communication
HIS-34 History of Women in America
SOC-15 Women in American Society

D-5: Geography:

GEG-2 Human Geography
GEG-3 World Regional Geography

GEG-4 Geography of California
GEG-6 Geography of the U. S. and Canada

D-6: History:

HIS-1 History of World Civilizations I
HIS-2 History of World Civilizations II
HIS-6 Political and Social History of the U.S. or
HIS-6H Honors Political and Social History of
the U.S.

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

HIS-25 History of Mexico
HIS-26 History of California
HIS-31 Introduction to Chicano Studies

D-7: Interdisc. Social or Behavioral:

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

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

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

POL-2 Comparative Politics
POL-4 Intro. to World Politics or
POL-4H Honors Intro. to World Politics
POL-5 The Law and Politics
POL-7A Current Political Issues
POL-11 Political Theory
POL-13 Intro. to American Foreign Policy

D-9: Psychology:

PSY-1 General Psychology
PSY-8 Introduction to Social Psychology
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
PSY-35 Abnormal Psychology

D-0: Sociology and Criminology:

SOC-1 Introduction to Sociology
SOC-2 American Social Problems
SOC-3 Social Inequality in American Society
SOC-12 Marriage and Family Relations
SOC-20 Introduction to Criminology
SOC-50 Introduction to Social Research Methods

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

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

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

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

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

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

1. U.S. History (3 units)

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

2. Constitution and Government (3 units)

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

Notes:

1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.
2. Upper division transfer students will need to complete a minimum of 60 transferable units, their "Golden 4" courses, and at least 30 units of general education.
3. "Golden 4 Courses" in Areas A-1, A-2, A-3, and B-4 must be completed with grades of "C" or better.
4. Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.
5. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP). 4/3/12 NF

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

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to Norco College to complete IGETC requirements. Courses are approved for the academic year in which they were completed. See a counselor for details.

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

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

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

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

1A - English Composition:

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

1B - Critical Thinking – English Composition:

ENG-1B Critical Thinking and Writing or
ENG-1BH Honors Critical Thinking and Writing

1C - Oral Communication: (CSU requirement only)

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

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

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

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

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

3A – Arts:

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

3B – Humanities:

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

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

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

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

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

5B - Biological Science:

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

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

5C – Science Laboratory:

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

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

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

OR

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

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

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

1. U.S. History (3 units)

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

2. Constitution and Government (3 units)

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

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

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

Notes:

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



Section V
CURRICULAR PATTERNS

WORKSHOP COURSES

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

COOPERATIVE WORK EXPERIENCE EDUCATION

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

GENERAL WORK EXPERIENCE EDUCATION

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

OCCUPATIONAL WORK EXPERIENCE EDUCATION

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

Units Determination:

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

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

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

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

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

HIGH SCHOOL COURSES

Foreign Languages

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

Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the Assessment webpage at www.norcocollege.edu.

Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated and some courses require students to receive a "B" or better to qualify for credit. Students can find the most up-to-date listing of articulated courses and correlating grade requirements at RCCD's Tech Prep website, www.rccd.edu/techprep.

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

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

ALVORD UNIFIED SCHOOL DISTRICT

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

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EMT (EMS 50 & EMS 51)

COLTON JOINT UNIFIED SCHOOL DISTRICT

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

CORONA NORCO UNIFIED SCHOOL DISTRICT

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

COLTON REDLAND YUCAIPA ROP (CRY-ROP)

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

CALIFORNIA SCHOOL FOR THE DEAF

Construction Technology (CON 60)

JURUPA UNIFIED SCHOOL DISTRICT

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

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

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

MORENO VALLEY UNIFIED SCHOOL DISTRICT

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

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

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

NUVIEW UNION SCHOOL DISTRICT

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

RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP

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

REDLANDS UNIFIED SCHOOL DISTRICT

Advanced Multimedia Design #0962 (FTV 67)

RIVERSIDE UNIFIED SCHOOL DISTRICT

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

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

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

SAN BERNARDINO COUNTY SUPERINTENDANT OF SCHOOLS (SBCSS) ROP

Computer Aided Drafting (ENE 21 & ENE 30)

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

American Sign Language 2 (AML 1)

VAL VERDE UNIFIED SCHOOL DISTRICT

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

CAREER AND TECHNICAL EDUCATION PROGRAMS

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

Need for Specialized Training

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

Who Can Enroll in the Career and Technical Education Programs?

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

Certificate Course Requirements

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

ASSOCIATE IN SCIENCE DEGREE

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

STATE-APPROVED CERTIFICATE

(Certificate of Achievement)

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

LOCALLY-APPROVED CERTIFICATE


(Certificate of Career Preparation)

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



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

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

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

| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|---------------|----------------|---------------|
| ADMINISTRATION OF JUSTICE | | • | • | MAS504/MCE504 | NAS504/NCE504 | AS504*/CE504* |
| AOJ/Basic Correctional Deputy Academy | • | | | MCE783 | | |
| AOJ/Basic Public Safety Dispatch Course | • | | | MCE784 | | |
| Crime Scene Investigation | • | | | | NCE619 | CE619 |
| Investigative Assistant | • | | | | NCE785 | CE785 |
| Law Enforcement | | • | • | MAS563/MCE563 | | |
| Victim Services Aide | • | | | | | CE679* |
| AIR CONDITIONING AND REFRIGERATION | | • | • | | | AS596/CE596 |
| APPLIED DIGITAL MEDIA AND PRINTING | | • | • | | | AS653/CE653 |
| Basic Electronic Prepress | • | | | | | CE822 |
| Basic Graphic Design | • | | | | | CE823 |
| New Media and Interactive Design | • | | | | | CE821 |
| ARCHITECTURE | | • | • | | NAS509/NCE509 | |
| Architectural Graphics | • | | | | NCE787 | |
| ART | | | | | | |
| Visual Communications-Animation | • | | | | | CE774 |
| Visual Communications-Illustration | • | | | | | CE825 |
| AUTOMOTIVE TECHNOLOGY | | | | | | |
| Automotive Body Repair | | • | • | | | AS511/CE511 |
| Automotive Trim and Upholstery | | • | • | | | AS516/CE516 |
| Electrical | | • | • | | | AS513/CE513 |
| Ford Specialty | | | • | | | AS519 |
| General Motors Specialty | | | • | | | AS583 |
| Mechanical | | • | • | | | AS515/CE515 |
| BANK OPERATIONS | • | | | | | CE625* |
| BUSINESS ADMINISTRATION | | | | | | |
| Accounting Concentration | | • | • | MAS523/MCE523 | NAS523/NCE523 | AS523/CE523 |
| Banking and Finance Concentration | | • | • | | | AS631*/CE631* |
| General Business Concentration | | • | • | MAS524/MCE524 | NAS524/NCE524* | AS524*/CE524* |
| Human Resources Concentration | | • | • | | NAS623/NCE623* | AS623/CE623 |
| Logistics Management Concentration | | • | • | | NAS580/NCE580* | |
| Management Concentration | | • | • | MAS521/MCE521 | NAS521/NCE521* | AS521*/CE521* |
| Marketing Concentration | | • | • | MAS525/MCE525 | NAS525/NCE525* | AS525*/CE525* |
| Real Estate Concentration | | • | • | MAS527/MCE527 | NAS527/NCE527* | AS527/CE527 |
| Insurance | | • | • | | | AS629*/CE629* |
| International Business | • | | | | | CE627* |
| Operations and Production Mgmt | • | | | | | CE833* |
| Real Estate Salesperson and Transaction | • | | | | NCE854 | |
| COMMERCIAL MUSIC | | • | • | | NAA645/NCE645 | |
| COMMUNITY INTERPRETATION | | • | • | MAS557/MCE557 | | |

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| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------|-----------------------------|------------------|----------------|----------------|---------------|
| COMPUTER APPLICATIONS & OFFICE TECHNOLOGY | | | | | | |
| Administrative Office Professional | • | | | | | CE637* |
| Executive Office Management | | • | • | | | AS639*/CE639* |
| Executive Office Professional | • | | | | | CE635* |
| Legal Administrative Professional | • | | | | | CE611* |
| Office Assistant | • | | | | | CE633* |
| Office Fast-Track | • | | | | | CE812* |
| Virtual Assistant | • | | | | | CE677* |
| COMPUTER INFORMATION SYSTEMS | | | | | | |
| C++ Programming | • | | | | NCE803 | CE803* |
| CISCO Networking | • | | | | | CE810* |
| Computer Applications | | • | • | MAS726/MCE726 | NAS726/NCE726 | AS726*/CE726* |
| Computer Programming | | • | • | MAS728/MCE728 | NAS728/NCE728 | AS728*/CE728* |
| Desktop Publishing | | • | • | | NAS647/NCE647* | |
| E-Commerce | • | | | | | CE807* |
| Java Programming | • | | | | NCE809 | CE809* |
| Relational Database Mgmt Tech | • | | | | | CE816* |
| Simulation and Gaming | | • | • | MAS739/MCE739 | NAS739/NCE739 | |
| Systems Development | • | | | | | CE806* |
| Webmaster | • | | | MCE820 | NCE820 | CE820* |
| CONSTRUCTION TECHNOLOGY | | • | • | | NAS532/NCE532 | |
| COSMETOLOGY | | • | • | | | AS534/CE534 |
| Cosmetology Business Admin – Entrepreneurial Concentration | | • | • | | | AS537*/CE537* |
| Cosmetology Business Admin – Mgmt and Supervision Concentration | | • | • | | | AS535*/CE535* |
| Cosmetology, Instructor Training | • | | | | | CE675 |
| Esthetician | • | | | | | CE673 |
| CULINARY ARTS | | • | • | | | AS561/CE561 |
| DENTAL ASSISTANT | | • | • | MAS621/MCE621 | | |
| DENTAL HYGIENE | | | • | MAS724 | | |
| DENTAL LABORATORY TECHNOLOGY | | • | • | MAS723/MCE723 | | |
| DRAFTING TECHNOLOGY | | • | • | | NAS539/NCE539 | |
| EARLY CHILDHOOD EDUCATION | | • | • | MAS544/MCE544 | NAS544/NCE544 | AS544*/CE544* |
| ECE/Asst Teacher | • | | | MCE795 | NCE795 | CE795* |
| ECE/Twelve Core Units | • | | | MCE797 | NCE797 | CE797* |
| Early Childhood Intervention Asst | | • | • | MAS601/MCE601 | NAS601/NCE601 | AS601/CE601* |
| Infant and Toddler Specialization | • | | | MCE681 | NCE681 | CE681 |
| EDUCATION PARAPROFESSIONAL | | • | • | MAS603/MCE603* | | AS603*/CE603* |

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

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| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|---------------|---------------|-------------|
| ELECTRONICS TECHNOLOGY | | | | | | |
| Electronics Technology | | • | • | | NAS546/NCE546 | |
| EMERGENCY MEDICAL SERVICES | | | | | | |
| Emergency Medical Technician | • | | | MCE801 | | |
| Paramedic | | • | • | MAS585/MCE585 | | |
| ENGINEERING | | | | | | |
| Civil Engineering Technician | | • | • | | NAS550/NCE550 | |
| Engineering Graphics | • | | | | NCE796 | |
| Engineering Technology | | | • | | NAS551 | |
| FILM, TELEVISION AND VIDEO | | | | | | |
| Basic Television Production | • | | | | | CE842 |
| Production Specialist | | • | • | | | AS641/CE641 |
| FIRE TECHNOLOGY | | • | • | MAS555/MCE555 | | |
| Chief Officer | | • | • | MAS826/MCE826 | | |
| Fire Officer | | • | • | MAS827/MCE827 | | |
| Firefighter Academy | | • | • | MAS669/MCE669 | | |
| HUMAN SERVICES | | • | • | MAS663/MCE663 | | AS663/CE663 |
| Employment Support Specialization | • | | | MCE802 | | CE802 |
| KINESIOLOGY/EXERCISE, SPORT & WELLNESS | | | | | | |
| Athletic Training Emphasis | | • | • | | | AS597/CE597 |
| Coaching Emphasis | | • | • | | | AS599/CE599 |
| Fitness Professions Emphasis | | • | • | | | AS595/CE595 |
| MANUFACTURING TECHNOLOGY | | | | | | |
| Automated Systems Technician | | • | • | | NAS737/NCE737 | |
| Computer-Aided Production Technology | • | | | | NCE799 | |
| MEDICAL ASSISTING | | | | | | |
| Admin/Clinical Medical Assisting | | • | • | MAS718/MCE718 | | |
| Medical Transcription | | • | • | MAS701/MCE701 | | |
| MUSIC | | | • | MAA564 | | AA680 |
| Jazz Performance | • | | | | | CE852 |
| Music Performance | • | | | | | CE851 |
| Music Technology | • | | | | | CE850 |
| Piano Performance | • | | | | | CE853 |
| NURSING | | | | | | |
| Critical Care Nurse | • | | | | | CE581 |
| Nursing Assistant | • | | | | | CE584 |
| Registered Nursing | | | • | | | AS586 |
| Vocational Nursing | | • | • | | | AS588/CE588 |

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



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PROGRAMS AND CERTIFICATES

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

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

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

Certificate Program**Program Learning Outcomes**

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

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

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

Associate in Science Degree

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

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

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

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

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

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

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

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

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

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

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

ARCHITECTURE

ARCHITECTURE (N)

NAS509/NCE509

This program prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. This includes instruction in basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural industrial print interpretation, building materials, and basic structural wiring diagramming.

Certificate Program

Program Learning Outcomes

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

- An ability to apply and integrate computer technology in the design process exhibiting skills necessary for entry-level employment in the architecture profession.
- Knowledge of architecture theory, and practice in the solution of Architectural design problems related to industry.
- An ability to work effectively in small and large group situations similar to those found in industry.
- The ability to apply the problem solving process to create and present design solutions.

| Required Courses (27 units) | | Units |
|-----------------------------|--|-------|
| ARE-24 | Architectural Drafting | 3 |
| ARE-25 | Advanced Architectural Drafting | 3 |
| ARE-26 | Architectural Rendering | 3 |
| ARE-35 | History of Architecture-Beginnings of Architecture through Gothic Architecture | 3 |
| or | | |
| ARE-36 | History of Architecture-Renaissance through the 20th Century | 3 |
| ARE-37 | Architectural Design I | 3 |
| or | | |
| ART-22 | Basic Design | 3 |
| ENE-21 | Drafting | 3 |
| ENE-30 | Computer-Aided Drafting (CAD) | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| Electives | (Choose from list below) | 3 |

Electives (3 units)

| | | |
|------------|------------------------------------|---|
| ART-17 | Beginning Drawing | 3 |
| ART-23 | Design and Color | 3 |
| ART-24 | Three Dimensional Design | 3 |
| CON-60 | Introduction to Construction | 3 |
| CON-61 | Materials of Construction | 3 |
| ENE-26 | Civil Engineering Drafting | 3 |
| ENE/ELE-27 | Technical Communication | 3 |
| ENE-31 | Computer-Aided Drafting and Design | 3 |

Associate in Science Degree

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

Program Learning Outcomes

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

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

ARCHITECTURAL GRAPHICS (N)

NCE787

Certificate Program

Program Learning Outcomes

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

- Complete a set of residential working drawings, which may include first floor drawings, second floor drawings, foundation drawings, elevations, cross-sections, framing, electrical drawings, and structural detail.
- Demonstrate an ability to apply and integrate computer technology into the design process to achieve a desired result.

| Required Courses (9 units) | | Units |
|----------------------------|-------------------------|-------|
| ARE-24 | Architectural Drafting | 3 |
| ENE-21 | Drafting | 3 |
| ENE-30 | Computer-Aided Drafting | 3 |

BUSINESS ADMINISTRATION

Certificate Program

Program Learning Outcomes

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

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

Major Core Requirements:

| Required Courses (18 units) | | Units |
|-----------------------------|--|-------|
| ACC-1A | Principles of Accounting I | 3 |
| BUS-10 | Introduction to Business | 3 |
| BUS-18A | Business Law I | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-22 | Management Communications | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| BUS/CIS/CAT-3 | Computer Applications for Business | 3 |

Major Concentration Requirements (12 units)

(In addition to Business Administration Major Core Requirements of 18 units noted above choose another 12 units selected from list below.)

| | |
|----------------------|----|
| Accounting | 12 |
| General Business | 12 |
| Human Resources | 12 |
| Logistics Management | 12 |
| Management | 12 |
| Marketing | 12 |

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

Associate in Science Degree

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

ACCOUNTING CONCENTRATION (MNR) NAS523/NCE523

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Understand the major role financial reporting plays in fulfilling government's duty to be publicly accountable in a democratic society.
- Apply cost accounting principles to manufacturing and service enterprises within a global society.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Analyze data and apply appropriate principles of federal income tax law.
- Analyze and solve accounting problems with application software.
- Prepare the detailed financial reports for governments and not-for-profit entities that stress the need for the public to understand and evaluate the financial activities and management of these organizations.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| <hr/> | |
| ACC-1B Principles of Accounting II and | 3 |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| 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 |
| <hr/> | |
| ACC-1B Principles of Accounting II | 3 |
| or | |
| ACC-38 Managerial Accounting | 3 |
| BUS-18B Business Law II | 3 |
| BUS-40 International Business-Principles | 3 |
| BUS/MAG-47 Applied Business and Management Ethics | 3 |
| BUS-80 Principles of Logistics | 3 |
| BUS-200 Business Administration Work Experience | 1-2-3-4 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |

HUMAN RESOURCES CONCENTRATION (NR) NAS623/NCE623

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Human Resources Management concentration, students should be able to:

- Apply sound human resources management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

| | |
|--|----|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| <hr/> | |
| MAG-56 Human Resources Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| 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 |
| <hr/> | |
| BUS-80 Principles of Logistics | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| BUS-82 Freight Claims | 1.5 |
| BUS-83 Contracts | 1.5 |
| BUS-85 Warehouse Management | 3 |
| BUS-86 Transportation and Traffic Management | 3 |
| BUS-87 Introduction to Purchasing | 3 |
| BUS-90 International Logistics | 3 |

MANAGEMENT CONCENTRATION (MNR) NAS521/NCE521

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Program Learning Outcomes

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

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| <hr/> | |
| MAG-44 Principles of Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| 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 Business Administration certificate, on successful completion of the Marketing concentration, students should be able to:

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

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

REAL ESTATE CONCENTRATION (MNR) NAS527/NCE527

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

Program Learning Outcomes

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

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

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

REAL ESTATE SALESPERSON AND TRANSACTION (N) NCE854

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

Certificate Program**Program Learning Outcomes**

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

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

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

Select 3 units from the following:

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

COMMERCIAL MUSIC

PERFORMANCE (N)

NAA645/NCE645

The *Commercial Music: Performance* certificate is a program designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with music technology and record in a state-of-the-art recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as instrumentalists and vocalists in studio or live performance settings.

Associate in Arts Degree

Program Learning Outcomes

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

- Understand and employ fundamentals of music and musicianship such as melody, harmony, chord structure, rhythm, key signatures, phrasing, sight-singing and scalar patterns.
- Identify and discuss the origins of commercial music and explain how it relates to society today.
- Create and manipulate vocal or instrumental technique in a studio and live performance setting such as fingerings, dynamics, diction, breathing, rhythm, phrasing and vowel or finger placement.
- Memorize and recall standard commercial music literature in a live ensemble performance.

| Required Courses (32 units) | | Units |
|---|--|-------|
| MUC-1 | Performance Techniques for Studio Recording (take 3 times/2 units) | 6 |
| MUC-7 | Introduction To Music Technology | 3 |
| MUS-3 | Fundamentals of Music | 4 |
| MUS-32 | Class Piano | 1 |
| MUS-38 | Beginning Applied Music Training (take 3 times/2 units) | 6 |
| MUS-65 | Basic Musicianship | 2 |
| Electives (choose from the lists below) | | 10 |

Select 6 units from the following:

| | | |
|--------|--|---|
| MUC-3 | Introduction to Pro Tools: MIDI and Audio Production | 3 |
| MUS-19 | Music Appreciation | 3 |
| MUS-23 | History of Rock and Roll | 3 |
| MUS-93 | The Business of Music | 3 |

Select 4 units from the following:

| | | |
|--------|----------------------|---|
| MUC-10 | Norco Choir | 2 |
| MUC-11 | Studio Arts Ensemble | 2 |

Associate of Arts Degree

The Associate of Arts Degree in Commercial Music: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

GAME AUDIO

See [SIMULATION AND GAME DEVELOPMENT](#)

COMPUTER INFORMATION SYSTEMS

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

COMPUTER APPLICATIONS (MNR)

NAS726/NCE726

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Certificate Program

Program Learning Outcomes

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

- Describe and use operating system software
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

| Required Courses (31.5 units) | | Units |
|-------------------------------|---|-------|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| CIS-1B | Advanced Concepts in Computer Information Systems | 3 |
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| or | | |
| CIS/CSC-28A | MS Access Programming | 3 |
| CIS/CSC-21 | Introduction to Operating Systems | 3 |
| CIS-95A | Introduction to the Internet | 1.5 |
| CAT-31 | Business Communications | 3 |
| or | | |
| BUS-22 | Management Communications | 3 |
| Electives 1 | (Choose from list below) | 7.5 |
| Electives 2 | (Choose from list below) | 7.5 |

Electives 1 (7.5 units)

| | | |
|-------------|---|-----|
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS-23 | Software and End User Support | 3 |
| CIS/CSC-25 | Data Communications | 3 |
| CIS/CSC-61 | Introduction to Databases | 3 |
| CIS/CAT-80 | Word Processing: Microsoft Word for Windows | 3 |
| CIS/CAT-84 | Word Processing: WordPerfect for Windows | 3 |
| CIS/CAT-98B | Advanced Excel | 1.5 |

Electives 2 (7.5 units)

| | | |
|-------------|---|-----|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: Java Script | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-56A | Designing Web Graphics | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76A | Introduction to Microsoft Expression Web | 3 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| CIS/CAT-78A | Introduction to Adobe PhotoShop | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| CIS/CAT-81 | Introduction to Desktop Publishing using Adobe InDesign | 3 |

Associate in Science Degree

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

COMPUTER PROGRAMMING (MNR)**NAS728/NCE728**

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

Certificate Program**Program Learning Outcomes**

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

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

Required Courses (25.5 units)

Units

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

Electives - Group 1 (6 units)

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

Electives - Group 2 (6 units)

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

Associate in Science Degree

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

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

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

Certificate Program**Program Learning Outcomes**

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

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

Required Courses (18 units)

Units

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

Associate in Science Degree

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

SIMULATION AND GAMING: GAME ART (MN) NAS739/NCE739

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program**Program Learning Outcomes**

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

| Required Courses (36 units) | | Units |
|-----------------------------|---|-------|
| CIS/GAM-35 | Introduction to Simulation and Game Development | 3 |
| CIS/GAM-38A | Simulation and Gaming/3D Modeling | 4 |
| CIS/GAM-38B | Simulation and Gaming/3D Animation | 4 |
| CIS/GAM-38C | Simulation and Gaming/3D Dynamics and Rendering | 4 |
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| ART-17 | Beginning Drawing | 3 |
| ART-18 | Intermediate Drawing | 3 |
| ART-22 | Basic Design | 3 |
| ART-40 | Figure Drawing | 3 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|-------------|---|---|
| CIS 36 | Introduction to Computer Game Design | 3 |
| CIS/GAM-37 | Beginning Level Design for Computer Games | 3 |
| CIS/GAM-39 | Current Techniques in Game Art | 4 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| ART-23 | Design and Color | 3 |
| ART-36 | Computer Art | 3 |
| ART-44 | Animation | 3 |

Associate in Science Degree

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

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

C++ PROGRAMMING (NR)**NCE803**

Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.

Certificate Program**Program Learning Outcomes**

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

- Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using C++ libraries create and run C++ programs that incorporate the following:
 - Multiprocessors
 - Multimedia
 - ODBC
 - SQL
 - Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate data structures.

Required Courses (12 units)**Units**

| | | |
|-------------|---|---|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| CIS/CSC-17C | C++ Programming: Data Structures | 3 |

JAVA PROGRAMMING (NR)**NCE809**

Completion of this certificate provides the student with skills a new programmer would need to obtain employment programming Java applications.

Certificate Program**Program Learning Outcomes**

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

- Create structured and Object code in Java for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using Java libraries create and run Java programs that incorporate the following:
 - Multiprocessors
 - Multimedia
 - JDBC
 - SQL
 - Establish client/server relationship.

- Using Java libraries create and run Java programs that incorporate data structures.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-18A | Java Programming: Objects | 3 |
| CIS/CSC-18B | Java Programming: Advanced Objects | 3 |
| CIS/CSC-18C | Java Programming: Data Structures | 3 |

WEB MASTER (MNR)

NCE820

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

Certificate Program

Core Program Learning Outcomes

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

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

| Required Courses (17 units) | | Units |
|---|---|-------|
| Core Requirements (6 units) | | |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| or | | |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| In addition, choose one of the concentrations below | | 11 |

Web Designer Concentration

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/CAT-56A | Designing Web Graphics | 3 |
| or | | |
| CIS-CAT-78A | Introduction to Adobe Photoshop | 3 |
| or | | |
| ADM-71 | Adobe Photoshop | 3 |
| Electives | Choose from the list below | 5 |

Concentration Electives (5 units)

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

Web Developer Concentration

Concentration Program Learning Outcomes

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

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

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

Concentration Electives (5 units)

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

CONSTRUCTION TECHNOLOGY

This program prepares individuals with the technical knowledge and skills in the area of building construction. This includes instruction enabling students to better understand and interpret construction codes, as well as clarifying processes and materials used in construction; and the basic physical laws which are used to formulate the prescriptive code regulations. Management and inspection skills are also examined.

CONSTRUCTION TECHNOLOGY (N)

NAS532/NCE532

Certificate Program

Program Learning Outcomes

Graduates will be able to identify and describe the materials and methods currently being employed in today's construction industry. Graduates will be able to interpret the major construction codes currently adopted by the state, county, and city which regulate construction installations. Graduates will be able to evaluate the basic concepts of engineering and soil design as they relate to structures.

| Required Courses (30 units) | | Units |
|-----------------------------|--|---------|
| CON-63A | Uniform Building Codes and Ordinances | 3 |
| CON-64 | Office Procedure and Field Inspection | 3 |
| CON-65 | Plumbing Code | 3 |
| CON-66 | National Electrical Code | 3 |
| CON-67 | Mechanical Codes | 3 |
| CON-68 | Simplified Engineering for Building Inspectors | 3 |
| CON-70 | Fundamentals of Soil Technology | 3 |
| CON-71 | Energy Conservation Standards | 1.5 |
| CON-72 | California State Accessibility Standards | 1.5 |
| Electives | (Choose from list below) | 6 |
| Electives | | |
| CON-60 | Introduction to Construction | 3 |
| CON-61 | Materials of Construction | 3 |
| CON-62 | Blueprint Reading | 3 |
| CON-63BCD | Analysis of Revisions to the Uniform Building Code | 3-3-3 |
| CON-73 | Project Planning for Site Construction | 3 |
| CON-200 | Construction Work Experience | 1-2-3-4 |

Associate in Science Degree

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

Program Learning Outcomes

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

DRAFTING TECHNOLOGY

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

DRAFTING TECHNOLOGY (N)

NAS539/NCE539

Certificate Program

Program Learning Outcomes

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

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

| Required Courses (24-25 units) | | Units |
|--------------------------------|--|-------|
| ENE-21 | Drafting | 3 |
| ENE-22 | Engineering Drawing | 3 |
| ENE-28 | Technical Design | 3 |
| ENE-30 | Computer Aided Drafting (CAD) | 3 |
| ENE-31 | Computer Aided Drafting and Design | 3 |
| ENE-51 | Blueprint Reading | 2 |
| ENE-52 | Geometric Dimensioning and Tolerancing | 2 |
| ENE-60 | Math for Engineering Technology | 3 |
| Electives | (Choose from list below) | 2-3 |
| Electives (2-3 units) | | |
| ARE-24 | Architectural Drafting | 3 |
| ENE-23 | Descriptive Geometry | 3 |
| ENE-26 | Civil Engineering Drafting | 3 |
| ELE/ENE-27 | Technical Communication | 3 |
| ENE-42 | SolidWorks I | 3 |
| WEL-34 | Metal Joining Processes | 2 |

Associate in Science Degree

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

Program Learning Outcomes

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

EARLY CHILDHOOD EDUCATION

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

EARLY CHILDHOOD EDUCATION (MNR) NAS544/NCE544

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

Certificate Program

Program Learning Outcomes

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

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.

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

Electives (6 units)

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

Child Development Permit

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

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

Associate in Science Degree

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

EARLY CHILDHOOD INTERVENTION (MNR) NAS601/NCE601

ASSISTANT

Certificate Program

Program Learning Outcomes

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

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

| Required Courses (31 units) | | Units |
|-----------------------------|--|-------|
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| Electives | (Choose from list below) | 6 |

| Electives (6 units) | | Units |
|---------------------|---|-------|
| EAR-19 | Observation and Assessment in Early Childhood Education | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-44 | Administration Of Early Childhood Programs I | 3 |
| EAR-47 | Childhood Stress and Trauma | 3 |

Associate in Science Degree

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

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

EARLY CHILDHOOD EDUCATION (MNR) NCE795

ASSISTANT TEACHER

Certificate Program

Program Learning Outcomes

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

| Required Courses (6 units) | | Units |
|---|---|-------|
| Complete two courses from the list below: | | |
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-42 | Child, Family, and Community | 3 |

EARLY CHILDHOOD EDUCATION / (MNR) NCE797

TWELVE CORE UNITS

Certificate Program

Program Learning Outcomes

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

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-42 | Child, Family, and Community | 3 |

INFANT AND TODDLER SPECIALIZATION (MNR) NCE681

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

Certificate Program

Program Learning Outcomes

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

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.

- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| EAR-20 | Child Development | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-35 | Internship in Infant and Toddler Care | 3 |

ELECTRONICS TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics, and communication engineers. Includes instruction in electrical circuitry, prototype development and testing; systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

ELECTRONICS TECHNOLOGY (N) NAS546/NCE546 Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of electronics technology by completing a design and construction project that utilizes analog power and signal processing circuitry, as well as digital hardware and software, to perform specific tasks according to a project framework. As part of this project, students will include wireless, bidirectional communications, proper selection and use of measurement equipment, good test procedures, circuit analysis, simulation tools and troubleshooting techniques.

| Required Courses (28 units) | | Units |
|-----------------------------|--------------------------------------|-------|
| ELE-21 | DC-AC Electronics | 4 |
| ELE-23 | Electronics Devices and Circuits | 4 |
| ELE-25 | Digital Techniques | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE/ENE-27 | Technical Communication | 3 |
| Electives | (Choose from list below) | 9 |

Electives (9 units)

| | | |
|-------------|---|-----|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| ELE-22 | Passive Circuit Analysis | 3 |
| ELE-24 | Active Circuit Analysis | 3 |
| ELE-36 | Advanced Microprocessors | 4 |
| ELE-38 | Computer Systems Troubleshooting | 4 |
| ELE-39 | PCM and Digital Transmissions | 3 |
| ELE-40 | Fiber Optic Basics | 3 |
| ELE-200 | Electronics Work Experience | 1-4 |
| ENE-22 | Engineering Drawing | 3 |
| ENE-31 | Computer-Aided Drafting and Design | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| MAN-60 | Hydraulic and Pneumatic Systems | 3 |
| MAN-75A | Robotic Systems | 4 |

Associate in Science Degree

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

Program Learning Outcomes

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

ENGINEERING TECHNOLOGY

This program generally prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in a wide variety of projects. This includes instruction in various engineering support functions for research, production, and operation, and application to specific engineering specialties. This discipline focuses on Engineering Technology, Mechanical Engineering and Civil Engineering (Engineering Technicians).

CIVIL ENGINEERING TECHNICIAN (N) NAS550/NCE550 Certificate Program

Program Learning Outcomes

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

- An ability to apply and integrate computer technology, such as Computer-Aided Drafting (CAD) and total station, in the field of civil engineering to qualify for entry-level position as a land surveyor and/or CAD technician.
- An ability to apply the problem solving process to create and present design solutions.

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

Electives (3 units)

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

Associate in Science Degree

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

Program Learning Outcomes

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

ENGINEERING TECHNOLOGY (N)**NAS551****Associate in Science Degree****Program Learning Outcomes**

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

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

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

| Electives (6-8 units) | | Units |
|-----------------------|--------------------------|-------|
| CHE-2A | Introductory Chemistry I | 4 |
| ENE-23 | Descriptive Geometry | 3 |
| MAT-5 | Calculus, A Short Course | 4 |
| MAT-12 | Statistics | 3 |
| PHY-2A | General Physics I | 4 |

Associate in Science Degree

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

Program Learning Outcomes

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

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

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

ENGINEERING GRAPHICS (N)**NCE796****Certificate Program****Program Learning Outcomes**

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

| Required Courses (9 units) | | Units |
|----------------------------|-------------------------------|-------|
| ENE-21 | Drafting | 3 |
| ENE-22 | Engineering Drawing | 3 |
| ENE-30 | Computer-Aided Drafting (CAD) | 3 |

GENERAL BUSINESS

See [BUSINESS ADMINISTRATION](#)

LOGISTICS MANAGEMENT

This program prepares individuals to manage business logistics functions, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, and delivery to the final customer. This includes instruction in the domestic and international aspects of logistics contracts and purchasing, computerized logistics systems, inventory control, warehousing, transportation, and freight claims. Emphasis is placed on the efficient and effective integration of all logistics activities.

LOGISTICS MANAGEMENT (N)**NAS579/NCE579**

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

Certificate Program**Program Learning Outcomes**

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

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

Associate in Science Degree

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

Program Learning Outcomes

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

MANAGEMENT

See [BUSINESS ADMINISTRATION](#)

MANUFACTURING TECHNOLOGY

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

AUTOMATED SYSTEMS TECHNICIAN (N) **NAS737/NCE737**

Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of automated systems by compiling a portfolio of their work, which may include sample parts accompanied by drawings and digital pictures.

| Required Courses (24 units) | | Units |
|-----------------------------|---|-------|
| ELE-10 | Survey of Electronics | 4 |
| ELE-26 | Microprocessors and Microcontrollers | 4 |
| ELE/ENE-27 | Technical Communications | 3 |
| ENE-51 | Blueprint Reading | 2 |
| ENE-60 | Math for Engineering Technology | 3 |
| MAC/MAN-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 2 |
| MAN-60 | Hydraulics and Pneumatic Systems | 3 |
| MAN/ELE-64 | Programmable Logic Controllers | 3 |

Associate in Science Degree

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

Program Learning Outcomes

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

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

COMPUTER-AIDED PRODUCTION TECHNOLOGY (N) **NCE799**

Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of computer-aided production technology by completing the following: a Steam or Stirling Engine that involves parts using both the mill and lathe; a portfolio which may include printouts of Mastercam part file drawings, numerical code files, operation sheets, and writing assignment on occupational safety in the general industry.

| Required Courses (14-15 units) | | Units |
|--------------------------------|---|-------|
| ENE-51 | Blueprint Reading | 2 |
| ENE-60 | Math for Engineering Technology | 3 |
| MAN/MAC-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 2 |
| MAN/MAC-56 | CNC Machine Set-up and Operation | 4 |
| Electives | (Choose from list below) | 3-4 |
| Electives (3-4 units) | | |
| MAN-52 | Computer-Aided Manufacturing-Mastercam | 4 |
| MAN/MAC-57 | CNC Program Writing | 3 |
| MAN-59 | Computer-Aided Manufacturing-GibbsCAM | 4 |

MARKETING

See [BUSINESS ADMINISTRATION](#)

REAL ESTATE

See [BUSINESS ADMINISTRATION](#)

RETAIL MANAGEMENT/WAFC

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

RETAIL MANAGEMENT/WAFC (NR) NAS536/NCE536
(WESTERN ASSOCIATION OF FOOD CHAINS)

Certificate Program

Program Learning Outcomes

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

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations.
- Create and use basic word processing documents, spread sheets and visual (power point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts.
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

| Required Courses (30 units) | | Units |
|-----------------------------|--|-------|
| ACC-1A | Principles of Accounting I | 3 |
| or | | |
| ACC/CAT-55 | Applied Accounting/Bookkeeping | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-22 | Management Communications | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| CIS/CAT/BUS-3 | Computer Applications for Business | 3 |
| COM-1/1H | Public Speaking | 3 |
| or | | |
| COM-9/9H | Interpersonal Communication | 3 |
| or | | |
| MAG-57 | Oral Communications | 3 |
| MAG-56 | Human Resources Management | 3 |
| MAG-44 | Principles of Management | 3 |
| or | | |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MKT-20 | Principles of Marketing | 3 |
| MKT-42 | Retail Management | 3 |

Associate in Science Degree

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

SIMULATION AND GAME DEVELOPMENT

GAME ART: 3D ANIMATION (N) NCE686

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

Certificate Program

Program Learning Outcomes

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

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

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

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

GAME ART: CHARACTER MODELING (N) NCE687

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

Certificate Program Program Learning Outcomes

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

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

| Required Courses (37 units) | | Units |
|-----------------------------|---|-------|
| ART-17 | Beginning Drawing | 3 |
| GAM-31 | Introduction to 3D Modeling | 3 |
| GAM-32 | Designing Game Characters | 3 |
| GAM-33 | Advanced Digital Sculpting | 3 |
| GAM-34 | Character Rigging | 3 |
| GAM-35 | Introduction to Simulation and Game Development | 3 |
| GAM-42 | Photoshop for Game Art and Animation | 3 |
| GAM-44 | Portfolio Production | 2 |
| GAM-45 | Materials and Lighting | 3 |
| GAM-70 | Computer Skills for Game Art | 1 |
| GAM-71 | Perspective for Game and Animation | 3 |
| GAM-72 | Anatomy for Game Art | 3 |
| GAM-79 | Game Studio Production | 4 |

GAME ART: ENVIRONMENTS AND VEHICLES (N) NCE688

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

Certificate Program Program Learning Outcomes

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

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

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

GAME AUDIO (N)**NCE684**

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

Certificate Program**Program Learning Outcomes**

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

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

| Required Courses (37 units) | | Units |
|-----------------------------|--|-------|
| CIS-5 | Fundamentals of Programming Logic Using C++ | 3 |
| GAM-21 | History of Video Games | 3 |
| GAM-35 | Introduction to Simulation and Game Development | 3 |
| GAM-44 | Portfolio Productions | 2 |
| GAM-79 | Game Studio Production | 4 |
| MUC-3 | Introduction to Pro Tools: MIDI and Audio Production | 3 |
| MUC-4 | Intermediate Pro Tools: 110 | 3 |
| MUC-5 | Sound Design I | 3 |
| MUC-6 | Sound Design II | 3 |
| MUC-8 | Composing Music for Video Games | 3 |
| MUS-3 | Music Fundamentals | 4 |
| Electives | Choose from the list below | 3 |
| Electives (3 units) | | |
| GAM-22 | Game Design Principles | 3 |
| MUC-9 | Voice Acting and Dialogue for Games | 3 |

GAME DESIGN (N)**NCE685**

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

Certificate Program**Program Learning Outcomes**

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

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

| Required Courses (30 units) | | Units |
|-----------------------------------|---|--------------|
| GAM-21 | History of Video Games | 3 |
| GAM-22 | Game Design Principles | 3 |
| GAM-23 | Digital Game Design | 3 |
| GAM-35 | Introduction to Simulation and Game Development | 3 |
| GAM-37 | Beginning Level Design for Computer Games | 3 |
| GAM-44 | Portfolio Production | 2 |
| GAM-79 | Game Studio Production | 4 |
| Electives | Choose from the list below | 9 |
| Elective Courses (9 units) | | Units |
| CIS-5 | Fundamentals of Programming Logic Using C++ | 3 |
| CIS-17A | C++ Programming: Objects | 3 |
| GAM-31 | Introduction to 3D Modeling | 3 |
| GAM-42 | Photoshop for Game Art and Animation | 3 |
| GAM-47 | Introduction to 3D Animation | 3 |

GAME ART CORE (N)**NCE855**

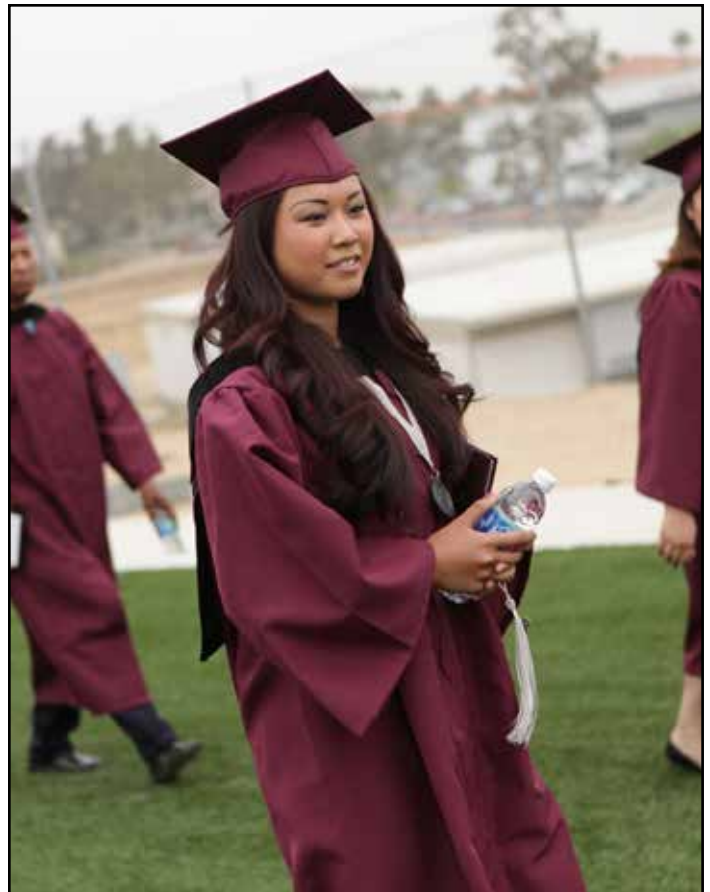
Students completing the Game Art Core will have a broad background in art concepts and digital media and an overview of the games industry. Foundational skills prepare the student to focus on the advanced courses in one or more concentration areas: Environments and Vehicles, Character Modeling and/or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

Certificate Program**Program Learning Outcomes**

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

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

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





Section VI
COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

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

The program of instruction is divided into major categories:

IGETC

Intersegmental general education transfer curriculum is a series of courses that RCCD students may use to satisfy lower division general education requirements at any CSU or UC campus. IGETC provides an option to the California State University general education requirements and replaces the University of California Transfer Code Curriculum.

UC/CSU

These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three colleges. When in doubt, students are advised to confer with a counselor.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

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

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

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

DELIVERY METHODS

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

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 52A, 52B, 52C, 62A, 62B, 62C, 81; Nursing-Registered 11A, 11B, 11C 12A, 12B, 12C; Reading 81, 82, 83, 86, 87, and 95) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NON-CREDIT

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

REPEATING A COURSE

Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times.

LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

Prerequisite - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better, P or CR). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of C or better, P (Pass). C-, D, F, FW, NP (No Pass), or I are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the

prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

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

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

Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

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

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (951) 222-8808.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.

ACCOUNTING

ACC-1A - Principles of Accounting, I 3 units UC, CSU

Prerequisite: None.

Advisory: BUS-20.

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

ACC-1B - Principles of Accounting, II 3 units UC, CSU

Prerequisite: ACC-1A.

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

ACC-38 - Managerial Accounting 3 units CSU

Prerequisite: ACC-1A.

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

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

Prerequisite: None.

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

| | |
|--|----------------------|
| ACC-61 - Cost Accounting | 3 units |
| CSU | |
| <i>Prerequisite: ACC-1B.</i> | |
| Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture. | |
| ACC-62 - Payroll Accounting | 3 units |
| CSU | |
| <i>Prerequisite: ACC-1A.</i> | |
| Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. | |
| ACC-63 - Income Tax Accounting | 3 units |
| CSU | |
| <i>Prerequisite: None.</i> | |
| Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture. | |
| ACC-65 - Computerized Accounting | 3 units |
| CSU | |
| <i>Prerequisite: ACC-1A.</i> | |
| <i>Advisory: CIS-1A.</i> | |
| An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. | |
| ACC-66 - Non-Profit and Governmental Accounting | 3 units |
| CSU | |
| <i>Prerequisite: ACC-1A.</i> | |
| <i>Advisory: BUS-20.</i> | |
| A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture. | |
| ACC-200 - Accounting Work Experience | 1-2-3-4 units |
| CSU* | |
| <i>Prerequisite: None.</i> | |
| <i>Advisory: Students should have paid or voluntary employment.</i> | |
| This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit. | |

ADMINISTRATION OF JUSTICE
ADJ-1 - Introduction to the Administration of Justice 3 units
UC, CSU

Prerequisite: None.

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

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

Prerequisite: None.

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

ADJ-3 - Concepts of Criminal Law 3 units
UC, CSU

Prerequisite: None.

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

ADJ-4 - Legal Aspects of Evidence 3 units
CSU

Prerequisite: None.

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

ADJ-5 - Community Relations 3 units
UC, CSU

Prerequisite: None.

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

ADJ-6 - Patrol Procedures 3 units
CSU

Prerequisite: None.

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

ADJ-8 - Juvenile Law and Procedures 3 units
CSU*Prerequisite: None.*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

ADJ-9 - Law in American Society 3 units
CSU*Prerequisite: None.*

A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

ADJ-10 - Introduction to Security 3 units*Prerequisite: None.*

This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture.

ADJ-13 - Criminal Investigation 3 units
CSU*Prerequisite: None.*

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.

ADJ-14 - Advanced Criminal Investigation 3 units
CSU*Prerequisite: ADJ-13.*

Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is on the understanding and working knowledge of fingerprints, ballistics, firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 24 hours laboratory (simulated crime scene investigation.) (TBA option)

ADJ-15 - Narcotics 3 units
CSU*Prerequisite: None.*

A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

ADJ-16 - Interviewing and Counseling 3 units
CSU*Prerequisite: None.*

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry level practitioners in corrections in counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. 54 hours lecture.

ADJ-18 - Institutional and Field Services 3 units
CSU*Prerequisite: None.*

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. 54 hours lecture.

ADJ-20 - Introduction to Corrections 3 units
CSU*Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-21 - Control and Supervision in Corrections 3 units
CSU*Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-22 - Legal Aspects of Corrections 3 units

CSU

Prerequisite: None.

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-23 - Criminal Justice Report Writing 3 units

CSU

Prerequisite: None.

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-25 - Introduction to Probation and Parole 3 units

CSU

Prerequisite: None.

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

ADJ-30 - Introduction to Family Support Law 3 units

CSU

Prerequisite: None.

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

ANATOMY AND PHYSIOLOGY**AMY-2A - Anatomy and Physiology, I 4 units**

UC, CSU

Prerequisite: None.

First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

AMY-2B - Anatomy and Physiology, II 4 units

UC, CSU

Prerequisite: AMY-2A.

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology 3 units

CSU

Prerequisite: None.

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

ANTHROPOLOGY**ANT-1 - Physical Anthropology 3 units**

UC, CSU

Prerequisite: None.

An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. 54 hours lecture.

ANT-2 - Cultural Anthropology 3 units

UC, CSU

Prerequisite: None.

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

- ANT-3 - Prehistoric Cultures** **3 units**
UC, CSU
Prerequisite: None.
The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.
- ANT-4 - Native American Cultures** **3 units**
UC, CSU
Prerequisite: None.
A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture.
- ANT-5 - Cultures of Ancient Mexico** **3 units**
UC, CSU
Prerequisite: None.
The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.
- ANT-6 - Introduction to Archaeology** **3 units**
UC, CSU
Prerequisite: None.
An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.
- ANT-7 - Anthropology of Religion** **3 units**
UC, CSU
Prerequisite: None.
Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.
- ANT-8 - Language and Culture** **3 units**
UC, CSU
Prerequisite: None.
An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture.

- ANT-10 - Forensic Anthropology** **3 units**
UC, CSU
Prerequisite: None.
The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

ARCHITECTURE

- ARE-24 - Architectural Drafting** **3 units**
CSU
Prerequisite: ENE-21 and 30.
Introduction to methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, notation, materials symbols, drawing format and general practice. Using Computer-Aided Drafting (CAD), this course will focus on the drawing of a set of plans to include a plot plan, foundation plan, floor plan(s), sections, exterior and interior elevations, electrical plan and structural details. Sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory.
- ARE-25 - Advanced Architectural Drafting** **3 units**
CSU
Prerequisite: ARE-24.
This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code and practice from site selection to completion. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.
- ARE-26 - Architectural Rendering** **3 units**
CSU
Prerequisite: None.
This course provides study of pictorial drawing techniques necessary to produce architectural presentations. Finished renderings will include work in felt pen, pen and ink, various pencils, pastels, watercolor and other media variations. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.
- ARE-28 - Perspective Drawing** **3 units**
CSU
Prerequisite: None.
This course is designed to provide graphic communication skills used in Architecture and Architecture-related fields of Environmental Design, Landscape Design/Architecture, Interior Design and Community Planning. Purpose of the course is to provide students with a knowledge, understanding and ability to apply the keys to creating communication of three-dimensional form and space on the two dimensional surface. The course will emphasize the use of shade and shadow as well as perspective drawing techniques to produce desired graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-35 - History of Architecture - Beginnings of Architecture through Gothic Architecture **3 units**
UC, CSU

Prerequisite: None.

An examination of Western architecture form and design from antiquity through the Gothic period. Architectural monuments of the Western world will be analyzed and interpreted in terms of religious, social, and political context. Particular emphasis is given to process and sources of design, types and purposes of buildings as well as architecture and art in the built environment by considering the source and meaning of beauty. 54 hours lecture.

ARE-36 - History of Architecture – Renaissance to Modern **3 units**
UC, CSU

Prerequisite: None.

A survey of the major movements in the form, theory and design of Western architecture and art from the Renaissance through the 20th century will be studied analyzed and interpreted in terms of religious social and political context. Particular emphasis will be placed on a comparative study of architectural monuments and architects, the sources of design, meaning of beauty, and conditions that influence the Western architectural traditions. 54 hours lecture

ARE-37 - Architectural Design I **3 units**
CSU

Prerequisite: None.

This course is an introduction into the use of determining factors, which revolve around the design of mankind's physical and visual environment. Emphasis is placed on two- and three-dimensional representation dealing with design composition, spatial relationships and the use of various media for graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-200 - Architecture Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

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

ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-3 - Art for Teachers **3 units**
CSU

Prerequisite: None.

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$10.00)

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

Prerequisite: None.

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

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

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

Prerequisite: None.

Advisory: Qualification for ENG-1A.

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

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

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

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

ART-7 - Women Artists in History **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

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

ART-8 - Mexican Art History **3 units**
UC, CSU

Prerequisite: None.

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

ART-9 - African Art History **3 units**
UC, CSU

Prerequisite: None.

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

ART-10 - Modern and Contemporary Art History **3 units**
UC, CSU

Prerequisite: None.

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

ART-11 - Gallery and Exhibition Design **3 units**
CSU

Prerequisite: None.

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

ART-17 - Beginning Drawing **3 units**
UC, CSU

Prerequisite: None.

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

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

Prerequisite: ART-17 or 22.

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-19 - Experimental Drawing **3 units**
UC, CSU

Prerequisite: ART-17.

Continued study of many of the skills acquired in Beginning Drawing. Emphasis is on the use of experimental methods and materials. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark making, mixed media, expression, concept, and context will all be investigated. Students will be encouraged to explore and access less conventional solutions to a variety of projects. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture **3 units**
UC, CSU

Prerequisite: None.

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee of \$15.00)

ART-22 - Basic Design 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-23 - Design and Color 3 units

UC, CSU

Prerequisite: ART-17 or 22.

A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-24 - Three Dimensional Design 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee of \$15.00)

ART-25 - Watercolor Painting 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-26 - Beginning Painting 3 units

UC, CSU

Prerequisite: ART-17 or 22.

An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-27 - Intermediate Painting 3 units

UC, CSU

Prerequisite: ART-23 or 26.

Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28 - Studio Painting 3 units

UC, CSU

Prerequisite: ART-26 or 27

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-30 – Printmaking 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 and 22.*

Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-34 - Studio Three Dimensional Design 3 units

UC, CSU

Prerequisite: ART-24.

Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-35 - Illustration 3 units

CSU

*Prerequisite: None.**Advisory: ART-17 or 22 or 39.*

Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36 - Computer Art 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-38 - Studio Illustration 3 units

CSU

Prerequisite: ART-35.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-39 - Design and Graphics 3 units

CSU

*Prerequisite: None.**Advisory: ART-17, 22 or 35.*

Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40 - Figure Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-41 - Figure Painting 3 units

UC, CSU

Prerequisite: ART-17, 26 or 40.

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. May be taken four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-42 - Studio Figure Drawing 3 units

UC, CSU

Prerequisite: ART-40.

Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting 3 units

UC, CSU

Prerequisite: ART-41.

Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-44 – Animation Principles 3 units

CSU

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

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48 - Studio Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 18.

Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-49 - Studio Printmaking 3 units

CSU

Prerequisite: ART-30.

Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-50 - Storyboarding 3 units

CSU

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

Study of animation principles with emphasis on storyboarding. Basic concepts of writing and directing for animation, dialogue and story development will be explored in animation filmmaking. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51 - Animation Production 3 units

CSU

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

Study of animation principles and filmmaking with emphasis on animation production. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-200 - Art Work Experience 1-2-3-4 units

CSU*

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

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

BIOLOGY**BIO-1 - General Biology 4 units**

UC*, CSU

Prerequisite: None.

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates 5 units

UC, CSU

*Prerequisite: None.**Advisory: A high school biological science course.*

A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, preveterinary, premedical, pre dental, and naturalist. 54 hours lecture and 108 hours laboratory.

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

UC, CSU

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

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

BIO-3 - Field Botany 4 units

UC, CSU

Prerequisite: None.

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

BIO-5 - General Botany 4 units

UC, CSU

Prerequisite: None.

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

BIO-6 - Introduction to Zoology 4 units

UC, CSU

Prerequisite: None.

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

BIO-7 - Marine Biology 4 units

UC, CSU

Prerequisite: None.

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

BIO-8 - Principles of Ecology 4 units

UC*, CSU

Prerequisite: None.

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

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

UC, CSU

Prerequisite: None.

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

BIO-10 - Principles of Life Science 3 units

UC*, CSU

Prerequisite: None.

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

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

UC*, CSU

Prerequisite: CHE-1A or 1AH.

An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes introduction, principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity. 72 hours lecture and 54 hours laboratory.

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

UC*, CSU

Prerequisite: BIO-11.

An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-17 - Human Biology 4 units

UC, CSU

Prerequisite: None.

A non-major introductory course in biology, which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course is intended to fulfill a transferable general science requirement. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-30 - Human Reproduction and Sexual Behavior 3 units

UC, CSU

Prerequisite: None.

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

BIO-31A - Regional Field Biology Studies 1 unit

CSU

Prerequisite: None.

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 54 hours laboratory.

BIO-31B - Regional Field Biology Studies 2 units

CSU

Prerequisite: None.

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 108 hours laboratory.

BIO-34 - Human Genetics 3 units

UC, CSU

Prerequisite: None.

Advisory: High school biology or any college life science course with laboratory.

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

BIO-36 - Environmental Science 3 units

UC*, CSU

Prerequisite: None.

A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. 54 hours lecture.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

- ENG-20 Survey of African American Literature
- SOC-10 - Race and Ethnic Relations

BUSINESS ADMINISTRATION**BUS-3 - Computer Applications for Business 3 units**

(Same as CAT/CIS-3)

CSU

Prerequisite: None.

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

BUS-10 - Introduction to Business 3 units

UC, CSU

Prerequisite: None.

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

BUS-18A - Business Law, I 3 units

UC*, CSU

Prerequisite: None.

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B - Business Law, II 3 units

UC*, CSU

Prerequisite: None.

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20 - Business Mathematics 3 units*Prerequisite: None.*

Application of fundamental problem solving concepts, techniques, and skills relating to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. 54 hours lecture.

BUS-22 - Management Communications 3 units

CSU

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

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business Management 3 units

CSU

Prerequisite: None.

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

BUS-43 - International Business-Marketing 3 units

CSU

*Prerequisite: None.**Advisory: BUS-10 or MKT-20.*

Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

CSU

Prerequisite: None.

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

BUS-53 - Introduction to Personal Finance 3 units

CSU

Prerequisite: None.

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-70 - Introduction to Organization Development (Same as MAG-70) 3 units

CSU

*Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

BUS-80 - Principles of Logistics 3 units

CSU

Prerequisite: None.

An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-82 - Freight Claims 1.5 units

CSU

Prerequisite: None.

A study of loss avoidance and mitigation in transit and the preparation, filing and resolution of freight claims. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-83 - Contracts 1.5 units

CSU

Prerequisite: None.

A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehouses and other logistics service providers. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-85 - Warehouse Management 3 units

CSU

Prerequisite: None.

Analysis of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-86 - Transportation and Traffic Management 3 units

CSU

Prerequisite: None.

A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-87 - Introduction to Purchasing 3 units

CSU

Prerequisite: None.

Study of basic purchasing functions including establishing requirements and quantities, developing policies and procedures for purchasing, making purchasing decisions, receiving acceptable goods, arranging packaging and shipping and managing inventory levels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-90 - International Logistics 3 units

CSU

Prerequisite: None.

An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-200 - Business Administration 1-2-3-4 units**Work Experience**

CSU*

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

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

CHEMISTRY**CHE-1A - General Chemistry, I 5 units**

UC*, CSU

Prerequisite: CHE-2A or 3 and MAT-35.

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1B - General Chemistry, II 5 units

UC*, CSU

Prerequisite: CHE-1A or 1AH.

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I 4 units

UC*, CSU

Prerequisite: MAT-52.

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II 4 units

CSU

Prerequisite: CHE-2A.

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

CHE-3 - Fundamentals of Chemistry 4 units

UC*, CSU

Prerequisite: MAT-52.

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

CHE-10 - Chemistry for Everyone 3 units

UC*, CSU

Prerequisite: None.

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

CHE-12A - Organic Chemistry, I 5 units

UC, CSU

Prerequisite: CHE-1B or 1BH.

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

CHE-12B - Organic Chemistry, II 5 units

UC, CSU

Prerequisite: CHE-12A.

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

CHICANO STUDIES

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

| | | |
|--------|---|---|
| ANT-5 | - | Native Peoples of Mexico |
| ESL-54 | - | Intermediate Writing and Grammar |
| ESL-55 | - | Advanced Writing and Grammar |
| ESL-73 | - | High Intermediate Reading and Vocabulary |
| ESL-93 | - | Oral Skills III: Advanced Oral Communications |
| HIS-25 | - | History of Mexico |
| SOC-10 | - | Race and Ethnic Relations |

COMMERCIAL MUSIC

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

Prerequisite: None.

Introduction to practical performance techniques for the recording studio. Students will have the opportunity to plan and implement their own recording session utilizing techniques such as sound design, microphone technique, sound effects, mixing and production. The class will culminate in a CD recording. This class is appropriate for vocalists, instrumentalists and future recording artists. May be taken a total of four times. 108 hours laboratory.

MUC-2 - Songwriting **1 unit** **CSU**

Prerequisite: MUS-3.

Introduction to commercial songwriting techniques. Topics covered include form, rhythm, melody, lyrics, chord progressions, preparing lead sheets and arranging. This course is ideal for vocalists and instrumentalists. Subsequent enrollment will provide students an opportunity for additional skill development and improved competency in the subject area. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

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

Prerequisite: None.

An introduction to MIDI (Musical Instrument Digital Interface) and digital audio using the industry-standard Pro Tools software. Students will learn the basic principles of MIDI sequencing and editing, recording and editing digital audio and Pro Tools 101 material. Students who successfully complete the course will be eligible to take the Pro Tools 101 certification exam through Digidesign. Subsequent enrollment will provide students an opportunity for additional skill development in the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

MUC-4 – Intermediate Pro Tools: 110 **3 units** **CSU**

Prerequisite: MUC-3.

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

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

Prerequisite: MUC-3.

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

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

Prerequisite: MUC-5 and CIS-5.

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

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

Prerequisite: None.

This course is an introduction to the fundamental techniques, equipment and applications of contemporary music technologies. Topics will include computer and Internet basics, a variety of music software, and electronic instruments. Introductory aspects of MIDI (Musical Instrument Digital Interface), acoustic and digital audio, music notation and multi-media applications will be explored. PC and MAC based applications will be covered. A variety of software applications will be studied, which may include but not limited to Garage Band, Digital Performer, Ableton Live, Pro Tools, Finale and Sibelius. This course is ideal for any student wishing to gain more knowledge in music technology or continue in a commercial music certificate. 36 hours lecture and 54 hours laboratory.

MUC-8 – Composing Music For Video Games 3 units

CSU

Prerequisite: MUC-3 and MUS-3.

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

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

CSU

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

This course provides students with the knowledge and experience needed to record voice overs and dialogue for games and multimedia. The course will allow the student an opportunity to find the 'true voice.' Cultural awareness and perceptions of dialect will also be covered. Students will have the opportunity to collaborate with other students and faculty to record and create a demo reel. This class is for voice actors and students wishing to pursue experience in recording voice overs. 36 hours lecture and 54 hours laboratory.

MUC-10 - Norco Choir 2 units

CSU

*Prerequisite: None.**Limitation on Enrollment: Audition on or before the first class meeting.*

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

MUC-11 - Studio Arts Ensemble 2 units

CSU

Prerequisite: None.

Designed for instrumentalists, vocalists and technical crew interested in the field of commercial music and entertainment. This ensemble is open to singers, guitarists, drummers, bassists, horn players, string players, pianists/keyboardists and/or technical crew members who work collaboratively to study, perform and/or record selected musical arrangements. The music studied in this class will be chosen from a diverse library of popular music literature throughout history. Subsequent enrollment will provide students an opportunity for additional skill development and competency in the subject area. May be taken a total of four times. 108 hours laboratory. (TBA option)

COMMUNICATION STUDIES**(Formerly SPEECH COMMUNICATIONS-SPE)****COM-1 - Public Speaking 3 units**
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-1H - Honors Public Speaking 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-2 - Persuasion in Rhetorical Perspective 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-3 - Argumentation and Debate 3 units

UC*, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-5 – Parliamentary Procedure 1 unit
CSU*Prerequisite: None.*

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-6 - Dynamics of Small Group Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-7 - Oral Interpretation of Literature 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9 - Interpersonal Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9H - Honors Interpersonal Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-11 - Storytelling 3 units
CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-12 - Intercultural Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-13 - Gender and Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-19 - Reader's Theater 3 units

CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COMPUTER APPLICATIONS AND OFFICE
TECHNOLOGY**

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

CSU

Prerequisite: None.

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

CAT-31 - Business Communications 3 units
CSU*Prerequisite: None.**Advisory: CAT-30.*

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet; CAT-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-56A - Designing Web Graphics 3 units

(Same as CIS-56A)

CSU

*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet..*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory. (TBA option)

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

CSU

Prerequisite: None.

Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-76A - Introduction to Microsoft Expression Web 3 units
(Same as CIS-76A)

CSU

*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders; CAT-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CAT-76B - Introduction to Dreamweaver 3 units
(Same as CIS-76B)

CSU

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

Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU

Prerequisite: None.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU

Prerequisite: CAT-78A.

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

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

CSU

Prerequisite: None.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-81 - Introduction to Desktop Publishing using Adobe InDesign 3 units**(Same as CIS-81)**

CSU

Prerequisite: None.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-93 - Computers for Beginners 3 units**(Same as CIS-93)**

CSU

Prerequisite: None.

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-95A - Introduction to Internet 1.5 units**(Same as CIS-95A)**

CSU

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CAT-98A - Introduction to Excel 1.5 units**(Same as CIS-98A)**

CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-98B - Advanced Excel 1.5 units**(Same as CIS-98B)**

CSU

Prerequisite: CAT-98A.

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

COMPUTER INFORMATION SYSTEMS**CIS-1A - Introduction to Computer Information Systems 3 units**

UC, CSU

Prerequisite: None.

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-1B - Advanced Concepts in Computer Information Systems 3 units

CSU

Prerequisite: CIS- 1A.

Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. 54 hours lecture and 18 hours laboratory.(TBA option)

CIS-2 - Fundamentals of Systems Analysis 3 units

(Same as CSC-2)

CSU

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-3 - Computer Applications for Business 3 units

(Same as BUS/CAT-3)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-5 - Fundamentals of Programming Logic using C++ 3 units

(Same as CSC-5)

UC, CSU

*Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-11 - Computer Programming using ASSEMBLER 3 units

(Same as CSC-11)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture and 18 hours laboratory (TBA option). (Letter Grade, or Pass/No Pass option.)

CIS-12 - PHP Dynamic Web Site Programming 3 units

(Same as CSC-12)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14A - Web Programming: JavaScript 3 units

(Same as CSC-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTM, CIS/CSC-5 and CIS-72A.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14B - Web Programming: Active Server Pages 3 units

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5, and CIS-72A.*

Fundamentals of server-side web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-16A - Programming Games with DirectX and OpenGL 3 units

(Same as CSC-16A)

CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

An advanced C++ programming course using DirectX and OpenGL to create games and high-performance multimedia applications. An emphasis will be placed on advanced programming concepts associated with two-dimensional and three-dimensional graphics, sound effects and music, input devices and networked applications. 54 hours lecture and 18 hours laboratory.

CIS-17A - C++ Programming: Objects 3 units

(Same as CSC-17A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing function arrays and CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-17B - C++ Programming: Advanced Objects 3 units**(Same as CSC-17B)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-17C - C++ Programming: Data Structures 3 units**(Same as CSC-17C)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18A - Java Programming: Objects 3 units**(Same as CSC-18A)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18B - Java Programming: Advanced Objects 3 units**(Same as CSC-18B)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18C - Java Programming: Data Structures 3 units**(Same as CSC-18C)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18D Data Structures and Algorithms 3 units**(Same as CSC-18D)****UC, CSU***Prerequisite: CIS/CSC-18A*

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-21 - Introduction to Operating Systems 3 units**(Same as CSC-21)****CSU***Prerequisite: CIS-1A.*

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-35 - Introduction to Simulation and 3 units**Game Development****(Same as GAM-35)****CSU***Prerequisite: None.*

An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-37 - Beginning Level Design for Computer Games 3 units**(Same as GAM-37)****CSU***Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-38A - Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations **4 units**
(Same as GAM-38A)

CSU

Prerequisite: None.

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

CIS-38B - Simulation and Gaming/3D Animation for Real-Time Interactive Simulations **4 units**
(Same as GAM-38B)

CSU

Prerequisite: CIS/GAM-38A.

Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

CIS-38C - Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations **4 units**
(Same as GAM-38C)

CSU

Prerequisite: CIS/GAM-38B.

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

CIS-39 - Current Techniques in Game Art **4 units**
(Same as GAM-39)

CSU

Prerequisite: None.

Advisory: Ability to manipulate graphics including layers and textures with Photoshop or concurrent enrollment in CIS-78A or ADM-71.

Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

CIS-43 - Survey of Media Art for Game Design/Animation **3 units**
(Same as GAM-43)

CSU

Prerequisite: ART-17, CIS/GAM-38A and CAT/CIS-78A.

Survey of industry concepts, techniques, and applications for multimedia, game art, animation, and concept art. Students will learn graphic styles for interface design, texturing techniques for 3D models, digital painting techniques for stylized concept art, digital background and layout design as it applies to video games and animation. 36 hours lecture and 54 hours laboratory.

CIS-54A - Introduction to Flash **3 units**
(Same as CAT-54A)

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer and familiarity with the Internet; CIS-95A.

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-54B Flash Scripting **3 units**
CSU

Prerequisite: None.

Advisory: CAT/CIS -54A.

Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-56A - Designing Web Graphics **3 units**
(Same as CAT-56A)

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer and familiarity with the Internet.

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop and ImageReady. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-61 - Introduction to Database Theory 3 units**(Same as CSC-61)**

CSU

Prerequisite: None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using “Entity-Relationship” models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CIS-63 - Introduction to Structured Query 3 units**Language (SQL)****(Same as CSC-63)**

CSU

Prerequisite: None.

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) Joins, Unions, Differences and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units**(Same as CAT-65)**

CSU

Prerequisite: None.

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-72A - Introduction to Web Page Creation 1.5 units

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer, familiarity with the Internet; CIS-95A.

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (TBA option)

CIS-72B - Intermediate Web Page Creation 1.5 units**using Cascading Style Sheets (CSS)**

CSU

*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet; CIS-72A and 95A.*

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-72C - Introduction to XML 1.5 units

CSU

*Prerequisite: None.**Advisory: Knowledge of HTML and CSS.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-76A - Introduction to Microsoft Expression Web 3 units**(Same as CAT-76A)**

CSU

*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders; CIS-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CIS-76B - Introduction to Dreamweaver 3 units**(Same as CAT-76B)**

CSU

*Prerequisite: None.**Advisory: CIS-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-78A - Introduction to Adobe Photoshop 3 units**(Same as CAT-78A)**

CSU

Prerequisite: None.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-78B - Advanced Adobe Photoshop **3 units**
(Same as CAT-78B)

CSU

Prerequisite: CIS-78A.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-79 - Introduction to Adobe Illustrator **3 units**
(Same as CAT-79)

CSU

Prerequisite: None.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-80 - Word Processing: Microsoft Word for Windows **3 units**
(Same as CAT-80)

CSU

*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-81 - Introduction to Desktop Publishing using Adobe InDesign **3 units**
(Same as CAT-81)

CSU

Prerequisite: None.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-93 - Computers for Beginners **3 units**
(Same as CAT-93)

CSU

Prerequisite: None.

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-95A - Introduction to the Internet **1.5 units**
(Same as CAT-95A)

CSU

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CIS-98A - Introduction to Excel **1.5 units**
(Same as CAT-98A)

CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-98B - Advanced Excel **1.5 units**
(Same as CAT-98B)

CSU

Prerequisite: CIS-98A.

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-200 - Computer Information Systems Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER SCIENCE**CSC-2 - Fundamentals of Systems Analysis** 3 units
CSU

(Same as CIS- 2)

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-5 - Fundamentals of Programming Logic using C++ 3 units
(Same as CIS- 5)

UC, CSU

*Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-6- Discrete Mathematics for Computer Science 3 units
(Same as MAT-6)

UC, CSU

*Prerequisite: MAT-10.**Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CSC-11- Computer Programming using Assembler 3 units
(Same as CIS-11)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-12 - PHP Dynamic Web Site Programming 3 units
(Same as CIS-12)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-14A - Web Programming: JavaScript 3 units

(Same as CIS-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML CIS/CSC-5 and CIS-72.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-16A - Programming Games with DirectX and OpenGL 3 units

(Same as CIS-16A)

CSU

*Prerequisite: None.**Advisory: Previous C++ programming experience such as CIS/CSC-17A.*

An advanced C++ programming course using DirectX and OpenGL to create games and high-performance multimedia applications. An emphasis will be placed on advanced programming concepts associated with two-dimensional and three-dimensional graphics, sound effects and music, input devices and networked applications. 54 hours lecture and 18 hours laboratory.

CSC-17A - C++ Programming: Objects 3 units

(Same as CIS-17A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions arrays and CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-17B - C++ Programming: Advanced Objects 3 units

(Same as CIS-17B)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-17C - C++ Programming: Data Structures 3 units**(Same as CIS-17C)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-18A - Java Programming: Objects 3 units**(Same as CIS-18A)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-18B - Java Programming: Advanced Objects 3 units**(Same as CIS-18B)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-18C - Java Programming: Data Structures 3 units**(Same as CIS-18C)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-18D Data Structures and Algorithms 3 units**(Same as CIS-18D)**

UC, CSU

Prerequisite: CIS/CSC-18A

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)

CSC-21 - Introduction to Operating Systems 3 units**(Same as CIS-21)**

CSU

Prerequisite: CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CSC-61- Intro to Database Theory 3 units**(Same as CIS-61)**

CSU

Prerequisite: None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using “Entity-Relationship” models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CSC-63 -Introduction to Structured Query Language (SQL) 3 units**(Same as CIS-63)**

CSU

Prerequisite: None.

This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture, and 18 hours laboratory. (TBA option)

CONSTRUCTION TECHNOLOGY
CON-60 - Introduction to Construction **3 units**
 CSU

Prerequisite: None.

An overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting and production work normally associated with construction. An overview of how building codes affect the design, materials and methods of constructing buildings and other projects. Students will be expected to participate in several field trips. 54 hours lecture.

CON-61 - Materials of Construction **3 units**
 CSU

Prerequisite: None.

An introduction to the materials used in the construction of buildings; identification of materials, their properties, and uses. The characteristics and properties of such materials as concrete, steel, timber, masonry, plaster, roofing, and all other structural and ornamental materials. 54 hours lecture.

CON-62 - Blueprint Reading **3 units**
 CSU

Prerequisite: None.

This course will provide an overview of construction blueprint and specification reading, the relationship of drawings and specifications to the contract and responsibilities of the inspector in interpreting the contract documents and in the inspection of the work. 54 hours lecture.

CON-63A - Uniform Building Code and Ordinances **3 units**
 CSU

Prerequisite: None.

Use of the Uniform Building Code and the various related state and local ordinances in plan checking various building types for compliance with the codes and ordinances. 54 hours lecture.

CON-63BCD - Analysis of Revisions to the Uniform Building Code **3 units**
 CSU

Prerequisite: CON-63A.

An analysis which discusses the changes, amendments, and the intent of the code. This analysis is to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture.

CON-64 - Office Procedures and Field Inspection **3 units**
 CSU

Prerequisite: None.

Office organization, procedures and necessary paper work pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Field trips may be required. 54 hours lecture.

CON-65 - Plumbing Code **3 units**
 CSU

Prerequisite: None.

Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-66 - National Electrical Code **3 units**
 CSU

Prerequisite: None.

Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-67 - Mechanical Code **3 units**
 CSU

Prerequisite: None.

Review of mechanical systems including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-68 - Simplified Engineering for Building Inspectors **3 units**
 CSU

Prerequisite: None.

Introduction to basic engineering. Fundamental static and stress formulae. Shear and moment diagrams and their applications. Properties of sections and their use. Design of wood joists, beams, posts and use of tables with practical composite design applications. 54 hours lecture.

CON-70 - Fundamentals of Soil Technology **3 units**
 CSU

Prerequisite: None.

Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristics is covered. Methods of observation and foundation types are considered in detail. A survey of engineering and analysis is made. 54 hours lecture.

CON-71 - Energy Conservation Standards **1.5 units**
 CSU

Prerequisite: None.

Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture.

CON-72 - California State Accessibility Standards **1.5 units**
CSU*Prerequisite: None.*

This course examines the provisions of Title 24 accessibility standards of the California Uniform Building Code for application in the construction industry. These legal requirements establish minimum facility accessibility standards and requirements to provide or improve access to and use by people with physical disabilities. Students will gain an understanding of the legal requirements and will interpret, analyze and apply these provisions to various construction, alteration, remodeling, repair and use of building and related facilities. 27 hours lecture.

CON-73 - Project Planning for Site Construction **3 units**
CSU*Prerequisite: None.*

Organization, procedures and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state and federal agencies. 54 hours lecture.

CON-81 - Introduction to Masonry I **2 units***Prerequisite: None.*

Overview of the masonry trade including the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students fundamentals and supply the opportunity for skill development. The course prepares students for entry level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-82 - Introduction to Masonry II **2 units***Prerequisite: None.*

Continued study of the masonry trade including a review of the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students advanced fundamentals of masonry construction, material estimation and procurement and supply the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-83 - Masonry III **2 units***Prerequisite: None.*

Course provides bricklaying students with material handling and storage procedures for advanced laying techniques, joints, corners and corner poles. Provides instruction in the handling and storage of brick and block, brick and CMU, control and expansion, joints and masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-84 - Masonry IV **2 units***Prerequisite: None.*

Course provides bricklaying students with procedures for installing flashing and counter flashing, and safety precautions when doing elevated masonry, reading commercial and residential drawings, adverse weather conditions, insulation, window and door openings and piers, columns and pilasters. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-85 - Masonry V **2 units***Prerequisite: None.*

Course provides bricklaying students with basic procedures for working safely on walk and work surfaces, basic construction techniques for panels, prisms, arches, decorative pattern bonds, stone work and residential masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-86 - Masonry VI **2 units***Prerequisite: None.*

Course provides students with basics of glass block, refractory masonry, structural glazed tile, repair and restoration, panel construction, brick paving, and welding. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-200 - Construction Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DANCE**ACADEMIC COURSES****DAN-5 - Introduction to Movement Education for Preschool and Elementary Children** 3 units
CSU*Prerequisite: None.*

An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. 45 hours lecture and 27 hours laboratory.

DAN-6 - Dance Appreciation 3 units
UC, CSU*Prerequisite: None.*

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.

ACTIVITY COURSES**DAN-D19 - Conditioning for Dance** 1 unit
UC, CSU*Prerequisite: None.*

Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

DAN-D20 - Introduction to Social Dance 1 unit
UC, CSU*Prerequisite: None.*

This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. 54 hours laboratory.

DAN-D30 - Social Dance Styles 1 unit
UC, CSU*Prerequisite: None.*

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D31 - Hip-Hop Dance 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. May be taken a total of four times. 54 hours laboratory.

DAN-D32 - Jazz, Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

DAN-D33 - Jazz, Intermediate 1 unit
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting. Retention based on successful audition.

Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. 54 hours laboratory.

DAN-D37 - Modern Dance, Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

DAN-D38 - Modern Dance, Intermediate 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory.

DAN-D43 - Tap Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.

DAN-D44 - Tap, Intermediate **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. 54 hours laboratory.

DAN-D60 - Dance Techniques for Musical Theater **.5 unit**
UC, CSU*Prerequisite: None.*

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.

EARLY CHILDHOOD EDUCATION**EAR-19 - Observation and Assessment in Early Childhood Education** **3 units**
CSU*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 **3 units**
UC, CSU*Prerequisite: None.*

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

EAR-22 - Early Childhood Programs and Career Opportunities **3 units**
CSU*Prerequisite: None.*

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

EAR-23 - Family Home Child Care Program **3 units**
CSU*Prerequisite: None.*

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

EAR-24 - Introduction to Curriculum **3 units**
CSU*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 **3 units**
CSU*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 **3 units**
CSU*Prerequisite: None.*

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture.

EAR-28 - Principles and Practices of Teaching Young Children **3 units**
CSU

Prerequisite: None.

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

EAR-30 - Practicum in Early Childhood Education **4 units**
CSU

Prerequisite: EAR 20, 24, 28 and 42.

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

EAR-31 - Home Visiting **3 units**
CSU

Prerequisite: EAR-20.

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings **3 units**
CSU

Prerequisite: None.

Advisory: EAR-20.

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers **3 units**
CSU

Prerequisite: None.

Advisory: EAR-33.

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

EAR-35 - Internship in Infant and Toddler Care **3 units**
CSU

Prerequisite: EAR-20.

Advisory: EAR-33 and 34.

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care **3 units**
CSU

Prerequisite: EAR-20.

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms **3 units**
CSU*Prerequisite: EAR-44.*

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

EAR-39 - Mentor Seminar **.5 unit***Prerequisite: None.**Limitation on enrollment: Selection as an Early Childhood Mentor Teacher or Director.*

Early childhood Mentors attend monthly seminars to explore issues related to their role as supervisors of early childhood student teachers. Seminar content will be individualized to meet the needs of each Mentor. May be taken a total of four times. 9 hours lecture.

EAR-40 - Introduction to Infants and Children with Disabilities and Other Special Needs **3 units**
CSU*Prerequisite: None.*

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education **4 units**
CSU*Prerequisite: EAR-20.*

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory (TBA option).

EAR-42 – Child, Family, and Community **3 units**
CSU*Prerequisite: None.*

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors **3 units**
CSU*Prerequisite: EAR-20.**Corequisite: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood Programs I **3 units**
CSU*Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

EAR-45 - Administration of Early Childhood Programs II **3 units**
CSU*Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma 3 units

CSU

Prerequisite: None.

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers 1 unit*Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline 2 unit*Prerequisite: None.*

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture.

EAR-54 - Parenting: Contemporary Parenting Issues and Problems 1 unit*Prerequisite: None.*

This course is designed to explore how the concept of childhood in society and children's position has changed, to examine historical antecedents of change in relation to the new position of women in society and the marriages of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

EAR-55 - Parenting: Common Problems in Infancy and Childhood 1 unit*Prerequisite: None.*

A course designed to study and examine some of the difficult behaviors that even normal and well-adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 18 hours lecture.

EAR-200 - Early Childhood Studies 1-2-3-4 units

Work Experience

CSU*

*Prerequisite: None.**Advisory: Student should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ECONOMICS**ECO-4 - Introduction to Economics 3 units**

UC, CSU

Prerequisite: None.

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H - Honors Principles of Macroeconomics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

ELECTRONICS**ELE-10 - Survey of Electronics** **4 units**
CSU*Prerequisite: None.*

Basic electronic theory including electron theory, Ohm's Law, DC, AC, vacuum tube and solid state devices, antenna principles, power supplies, amplifiers, RE oscillators, amplitude and frequency modulation, diode detection and superheterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). 54 hours lecture and 54 hours laboratory.

ELE-11 – DC Electronics **4 units**
CSU*Prerequisite: None.*

Basic electrical theory including Ohm's Law, the Power Law, the Current and Voltage Laws of Kirchhoff, Direct Current (DC) theory, time constants, multimeter measurements, magnetism, electromagnetism, resistors, capacitors, coils, transient analysis and DC Motors, voltage, current, resistance, power, series, parallel and complex series/parallel circuits. 54 hours lecture and 54 hours laboratory.

ELE-13 – AC Electronics **4 units**
CSU*Prerequisite: ELE-10, 11, 21 or 23.*

Alternating Current (AC) theory, devices, circuits and applications--will include: resistance, reactance, impedance, capacitance, inductance, Ohm's Law, Power Law, sinusoidal waveforms, Peak, Peak-to-Peak and Root-Mean-Square (RMS) measurements, using an oscilloscope, signal generator and meter; applications of series and parallel networks of resistors, capacitors, inductors, transformers and other AC components; J-Factors and phasor-vector solutions to both simple and complex AC circuits; transient reactor analysis; phase-shift, phase-angle, and power-factor calculations and measurements. 54 hours lecture and 54 hours laboratory.

ELE-21 - DC-AC Electronics **4 units**
CSU*Prerequisite: None.*

Basic electrical theory including electrical circuit parameters, Ohm's Law, DC, AC, time constants, resonant circuits, filters, and circuit parameter measurement. 54 hours lecture and 54 hours laboratory.

ELE-22 - Passive Circuit Analysis **3 units**
CSU*Prerequisite: None.**Advisory: Concurrent enrollment in ELE-21.*

Mathematical analysis of electrical laws, circuits, and networks. Includes Ohm's Law, DC and AC circuit analysis, network analysis, and applications of trigonometry and complex notation to phasor analysis of electrical circuits. 54 hours lecture.

ELE-23 - Electronics Devices and Circuits **4 units**
CSU*Prerequisite: None.**Advisory: ELE-21.*

Characteristics, construction, and circuit applications of electronic devices including diodes, bipolar transistors, thyristors, integrated circuits, and optoelectronic devices. 54 hours lecture and 54 hours laboratory.

ELE-24 - Active Circuit Analysis **3 units**
CSU*Prerequisite: None.**Advisory: ELE-23.*

Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. 54 hours lecture.

ELE-25 - Digital Techniques **4 units**
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in ELE-10 or 23.*

Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/ decoders, converters and timing. 54 hours lecture and 54 hours laboratory.

ELE-26 - Microprocessors and Microcontrollers **4 units**
CSU*Prerequisite: None.**Advisory: ELE-25.*

Computer number systems, codes, and arithmetic functions; microprocessor and microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 54 hours lecture and 54 hours laboratory.

ELE-27 - Technical Communications **3 units**
(Same as ENE-27)
CSU*Prerequisite: None.*

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ELE-28 – MultiSim CAD & PCB Design/Fab 3 units
CSU*Prerequisite: None.*

This course covers MultiSim schematic capture, simulation, export to UltiBoard and UltiRoute. Basic Computer-aided Design (CAD) drafting, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component templates will be emphasized. PCB design and fabrication with through-hole and SMT/SMD devices. 36 hours lecture and 54 hours laboratory.

ELE-32 - FCC Radiotelephone License Exam Preparation 3 units
CSU*Prerequisite: ELE-10.*

This class will focus intensively on advanced topics related to the Federal Communications Commission (FCC) licensing examination, elements I and III, for the commercial-class, General Radiotelephone Operator License. There will also be an introduction to element VIII, for the radar endorsement to the GROL. The FCC requires any technician or engineer who must repair or make adjustments to any radio frequency (RF) transmitting device of significant power output to hold a valid General Radiotelephone Operator License. Once issued, this license is valid for the lifetime of the bearer. May be taken a total of four times. 54 hours lecture.

ELE-36 - Advanced Microprocessors 4 units
CSU*Prerequisite: None.**Advisory: ELE-26.*

The IAPX 88 microprocessor including function, architecture, instruction set, addressing modes, internal operations, interfacing and I/O operations. 54 hours lecture and 54 hours laboratory.

ELE-38 - Computer Systems Troubleshooting 4 units
CSU*Prerequisite: None.**Advisory: ELE-25 and 26.*

Introduction to computer system troubleshooting and repair. System configurations are analyzed and evaluated. Problems are isolated using schematics, electronic test equipment, and software diagnostics. Preventive maintenance, safety and quality are stressed. 54 hours lecture and 54 hours laboratory.

ELE-39 - PCM and Digital Transmission 3 units
CSU*Prerequisite: None.**Advisory: ELE-25.*

Pulse code modulation theory and applications, channel banks, cross connects, transmission facilities, frequency and time division multiplexing. Number systems, waveforms and digital basics are reviewed. 54 hours lecture.

ELE-40 - Fiber Optic Basics 3 units
CSU*Prerequisite: None.**Advisory: ELE-25 and 39.*

Basic fiber optic theory, transmission theory, system components and cable; communication transmission systems, fiber multiplexing techniques and terminals, tests and test sets, and current technology trends are also presented. 54 hours lecture.

ELE-61 - Introduction to Robotics 3 units
(Same as MAN-61)

CSU

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

ELE-63 - LabVIEW Visual Programming 3 units
for Automated Systems

(Same as MAN- 63)

CSU

*Prerequisite: None.**Advisory: CIS-1A*

Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory.

ELE-64 – Programmable Logic Controllers 3 units
(Same as MAN-64)

CSU

*Prerequisite: None.**Advisory: ELE-10 or 21.*

Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-71 - Residential Wiring for Electricians 4 units*Prerequisite: None.*

Explores the foundations of electrical wiring for residential dwellings. Topics include residential requirements and practices with commercial and industrial applications. Laboratory allows students to wire and test sample wall and ceiling sections. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-72 - Commercial and Industrial Electrical 4 units**(Same as MAN- 72)***Prerequisite: None.*

Focuses on the wiring of commercial and industrial buildings that use metal or concrete walls. The National Electrical Code will be stressed at it relates to grounding, soil conditions, conduits, raceways, cable-trays, fills, line/load wiring, circuit/motor protection, de-rating, tension, wire-splicing, control/power transformers, pipe-bending/supporting, lighting distribution/layout, and special considerations. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-73 - Electric Motors for Electricians 4 units**(Same as MAN- 73)***Prerequisite: None.*

Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-74 - Industrial Electrical Automation 4 units**(Same as MAN- 74)***Prerequisite: None.*

Automatic monitoring, control and communications for electrical systems used with various motors; pneumatics/hydraulics basics; machines/processes control; production-lines; machine-vision; QC-inspection; palletizing; robotics; inventory transport, storage, distribution and reporting control systems. Topics include open-loop vs closed-loop control with feedback; PID; A/D and D/A conversion; remote-sensing/control and programming PLCs/PACs; networking; RFID and bar-codes are also discussed. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-75 - Electronics for Electricians 4 units**CSU***Prerequisite: None.*

Enables electricians to integrate electronic devices into electrical systems for greater efficiency, flexibility and competitive advantage. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-76 - Electrician Specialties 4 units*Prerequisite: None.*

Introduces electricians to the specialized needs and requirements of institutional, educational and government entities, along with overlapping demands of other specialty areas that include access-control, security/safety, flood, fire and gas detection, environmental controls and renewable energy systems, patient-monitoring, nurse-call, closed-circuit television (CCTV), Internet-Intercom and phone systems and remote-monitoring and control applications. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-77 - Survey of Electrical Trades 4 units**(Same as MAN-77)***Prerequisite: None.*

An introduction to the ten primary electrical trades from residential, commercial and industrial jobs through to electrical specialties. Topics include basic electrical theory common to all electricians, such as: voltage, resistance, current, power, capacitance, inductance, reactance, impedance, blueprint symbols, Ohm's Law, Power Law, Power-factor, using instrumentation, interpreting measurements, wire gauges, ampacity, circuit protection, shorts, opens, troubleshooting and safety. Examines electrical trades opportunities and responsibilities along with an overview of NEC and OSHA basics. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-91 – Fundamentals of Solar Energy 3 units**CSU***Prerequisite: None.*

This course is for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, identification, functions and operations of components will be surveyed. 54 hours lecture.

ELE-200 - Electronics Work Experience 1-2-3-4 units**CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

| Core Requirements | Units |
|--------------------|-----------|
| MAT-1A, 1B | 8 |
| CHE-1A, 1B | 10 |
| CIS-17A | 3 |
| PHY-4A, 4B, 4C | 12 |
| ENE-10 | 1 |
| ENE-17 | 4 |
| ENE-22 or 23 or 30 | 3 |
| ENE-35 | 3 |
| ENG-1A | 4 |
| ELECTIVES | 4 or more |
| TOTAL | 48 |

Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

| | |
|---------|---|
| ENE-1A | 3 |
| ENE-20 | 3 |
| MAT-12 | 3 |
| CHE-2A | 4 |
| CHE-12A | 5 |
| BIO-1 | 4 |
| CIS-11 | 3 |

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I 3 units

CSU

Prerequisite: None.

Advisory: MAT-36.

Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-1B - Plane Surveying, II 3 units

CSU

Prerequisite: ENE-1A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-10 - Introduction to Engineering 1 unit

UC, CSU

Prerequisite: None.

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-18 - Legal Aspects of Surveying 3 units

CSU

Prerequisite: ENE-1A and 1B or five years surveying experience.

A study of legal aspects related to public land survey, municipal property survey, and descriptions and laws affecting a surveyor. Includes property line surveys, methods of setting missing property corners. 54 hours lecture.

ENE-21 - Drafting 3 units

UC, CSU

Prerequisite: None.

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-22 - Engineering Drawing 3 units

UC, CSU

*Prerequisite: ENE-21.**Advisory: ENE-30.*

Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-23 - Descriptive Geometry 3 units

UC, CSU

Prerequisite: ENE-22 and MAT-36.

Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheet metal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-26 - Civil Engineering Drafting 3 units

CSU

*Prerequisite: ENE-21.**Advisory: ENE-60 or MAT-36.*

This course is designed to provide exposure to civil engineering drafting. Emphasis will be placed upon developing topographic and contour maps, including their use in site preparation and basic earthwork calculations. Techniques for interpreting field notes and legal descriptions will also be examined. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-27 - Technical Communication 3 units**(Same as ELE-27)**

CSU

Prerequisite: None.

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ENE-28 - Technical Design 3 units

CSU

*Prerequisite: ENE-22.**Advisory: ENE-30, 42 and 52.*

A study of industrial design and drafting procedures relating to the basic elements of mechanisms, including drawing of machine parts in various stages of manufacturing. Studies will include terminology, power transmission, bearings, fixtures, dies, ANSI-Y-14.5 standards of drawing, geometric dimensioning and tolerancing and manufacturing processes. Related problems include design layouts, detail and assembly drawings. A portfolio of completed drawings is a project requirement for this course (drawings may be drawn using the Computer-Aided Design system or the drawing board.) 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-30 - Computer Aided Drafting (CAD) 3 units

CSU

*Prerequisite: None.**Advisory: CIS-1A.*

A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop "computer drawn" drawings which are typical to the various fields of drafting. May be taken a total of two times. 27 hours lecture and 90 hours laboratory.

ENE-31 - Computer Aided Drafting and Design 3 units

CSU

Prerequisite: ENE-30.

This is the second course which presents an intensive study utilizing a two-dimensional Computer Assisted Drafting and Design (CAD) system to obtain graphic solutions, design refinements, modifications, and delineations of working technical drawings using AutoCAD. This course emphasizes basic high technology skills which are necessary to function as an entry level CAD operator. 27 hours lecture and 90 hours laboratory.

ENE-35 - Statics (Engineering Mechanics) 3 units

UC, CSU

Prerequisite: PHY-4A.

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.

ENE-42 - SolidWorks I 3 units

CSU

Prerequisite: None.

This course is designed to introduce the student to three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques and advance into complex assemblies requiring animation. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

ENE-42B - SolidWorks II 3 units

CSU

Prerequisite: ENE-42 or prior SolidWorks experience.

An advanced course in using the three-dimensional parametric solid-modeler SolidWorks. This course is designed to further 3D parametric solid modeling software techniques learned in SolidWorks I. Students will delve deeper into topics that were introduced in the first SolidWorks course such as extruding, sweeping, lofting, shelling, assemblies, and animation. May be taken a total of three times. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-51 - Blueprint Reading 2 units*Prerequisite: None.*

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-52 - Geometric Dimensioning and Tolerancing 2 units*Prerequisite: None.*

A course presenting the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-60 - Math for Engineering Technology 3 units*Prerequisite: None.*

A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-61 - Computer Aided Design and Computer Aided Manufacturing 2 units**(Same as MAC-61)***Prerequisite: ENE-31 and MAC-57.*

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

ENE-200 - Engineering Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

ENG-1A - English Composition 4 units UC, CSU*Prerequisite: ENG-50 or 80 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1AH - Honors English Composition 4 units UC, CSU*Prerequisite: ENG-50 or 80 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1B - Critical Thinking and Writing 4 units UC, CSU*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1BH - Honors Critical Thinking and Writing 4 units UC, CSU*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-4 - Writing Tutor Training 2 units CSU*Prerequisite: ENG-1A or 1AH.*

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid "appropriating the text" (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. May be taken a total of two times. 27 hours lecture and 27 hours laboratory. (TBA option)

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-7 - British Literature II: Romanticism through Postmodernism **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-8 - Introduction to Mythology (Same as HUM-8) **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

ENG-9 - Introduction to Shakespeare **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-10 - Special Studies in Literature **3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-11 - Creative Writing **3 units**

UC, CSU

Prerequisite: ENG-1A or 1AH.

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development of fiction and poetry projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-14 - American Literature I: Pre-Contact through Civil War **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-15 - American Literature II: 1860 to the Present **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-18 - Survey of Native American Literature **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-20 - Survey of African American Literature 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-23 - The Bible as Literature 3 units

(Same as HUM-23)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-30 - Children's Literature 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-35 - Images of Women in Literature 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political and economic bases for historical and contemporary literary images of women. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-40 - World Literature I: From Ancient Literatures to the Seventeenth Century 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-41 - World Literature II: Seventeenth Century Through the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-44 - Poetry from the Twentieth Century to the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (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. (TBA option)

ENG-57 - Basic Literature and Composition 4 units*Prerequisite: None.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ENG-60A - English Fundamentals: Sentence to Paragraph 4 units*Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units*Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-80 - Preparatory Composition 6 units*Prerequisite: None.*

Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

ENG-85 - Writing Clinic .5 unit*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory. (TBA option) (Pass/No Pass only)

ENGLISH AS A SECOND LANGUAGE**ESL-51 - Basic Writing and Grammar 4 units***Prerequisite: None.*

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-52 - Low-intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-53 - Intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL- 52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-54 - High-intermediate Writing and Grammar 5 units UC, CSU*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-55 - Advanced Writing and Grammar 5 units
UC, CSU

Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-71 - Basic Reading and Vocabulary 4 units

Prerequisite: None.

Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.

Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the basic level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-72 - Intermediate Reading and Vocabulary 4 units

Prerequisite: None.

Advisory: Enrollment in ESL-53 or 54.

Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the intermediate level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-73 - High-intermediate Reading and Vocabulary 4 units

Prerequisite: None.

Advisory: Enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.

Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the high intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-90C - Special Topics in ESL: Preposition Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53 or higher.

Provides students with basic instruction and practice in the use of prepositions and phrasal verbs. Attention will focus on specialized usage and problem areas. Topics include two- and three-part verbal idioms, two-part adjectives, adjectival and adverbial idioms, and prepositions used in normal discourse. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90D - Special Topics in ESL: Verb Tense Review 2 units

Prerequisite: None.

Advisory: Qualification for or enrollment in ESL-54 or higher.

Provides students with intensive review, practice, and use of all the basic English verb tenses. May be taken a total of four times. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90G - Special Topics in ESL: Mastering 1 unit**Articles: A, An, and The**

Prerequisite: None.

Advisory: Qualification for or enrollment in ESL-53 or higher.

Provides students with extensive review of and practice using definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit

Prerequisite: None.

Advisory: Qualification for or enrollment in ESL-53 or higher.

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90I - Special Topics in ESL: Punctuation Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53 or higher.

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90J - Special Topics in ESL: Spelling Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53 or higher.

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-91 - Oral Skills I: Beginning Oral Communication **3 units***Prerequisite: None.**Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-92 - Oral Skills II: Intermediate Oral Communication **3 units***Prerequisite: None.**Advisory: Concurrent enrollment in ESL-53 or 54.*

This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-93 - Oral Skills III: Advanced Oral Communication **3 units***Prerequisite: None.**Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50.*

This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-95 - Pronunciation and Accent Reduction **3 units***Prerequisite: None.**Advisory: Qualification for ESL-52 or higher.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

FRENCH**FRE-1 - French 1** **5 units**
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-2 - French 2 **5 units**
UC, CSU*Prerequisite: FRE-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-3 - French 3 **5 units**
UC, CSU*Prerequisite: FRE-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-8 - Intermediate Conversation **3 units**
UC, CSU*Prerequisite: FRE-2 or 3.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. May be taken a total of four times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FRE-11 - Culture and Civilization 3 units

UC, CSU

Prerequisite: None.

Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

GAMINGSee [SIMULATION AND GAME DEVELOPMENT](#)

page 150

GEOGRAPHY**GEG-1 - Physical Geography 3 units**

UC, CSU

Prerequisite: None.

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1H - Honors Physical Geography 3 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1L - Physical Geography Laboratory 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

GEG-2 - Human Geography 3 units

UC, CSU

Prerequisite: None.

The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3 - World Regional Geography 3 units

UC, CSU

Prerequisite: None.

A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

GEG-4 - Geography of California 3 units

UC, CSU

Prerequisite: None.

An introduction to California's physical and cultural diversity as well as the issues facing individual regions and the state. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues using maps and other geographic tools. Topics include regions, demographic trends, politics, climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urbanization, agriculture, and the challenges of the future. 54 hours lecture.

GEG-5 - Weather and Climate 3 units**(Same as PHS-5)**

UC, CSU

Prerequisite: None.

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

GEG-6 - Geography of the United States and Canada 3 units

UC, CSU

Prerequisite: None.

An overview of the regions of the United States and Canada. Topics include including regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

GUIDANCE
GUI-45 - Introduction to College CSU 1 unit

Prerequisite: None.

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

GUI-46 - Introduction to the Transfer Process CSU 1 unit

Prerequisite: None.

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.

GUI-47 - Career Exploration and Life Planning UC, CSU 3 units

Prerequisite: None.

In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW. 54 hours lecture. (Material fee: \$16.00)

GUI-48 - College Success Strategies CSU 2 units

Prerequisite: None.

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

HEALTH SCIENCE
HES-1 - Health Science UC, CSU 3 units

Prerequisite: None.

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HISTORY
HIS-1 - History of World Civilizations I UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

HIS-2 - History of World Civilizations II UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-6 - Political and Social History of the United States UC, CSU 3 units

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 UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-7 - Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-14 - African American History I **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-25 - History of Mexico **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

HIS-26 - History of California **3 units**

UC, CSU

Prerequisite: None.

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies **3 units**

UC, CSU

Prerequisite: None.

A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

HIS-34 - History of Women in America **3 units**

UC, CSU

Prerequisite: None.

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

HUMANITIES**HUM-3 - Creativity and the Imagination** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of creative and imaginative expression in a variety of disciplines with a focus on literature and fine arts. The course will examine the origins and structure of creative thought, traditional and modern definitions of creativity and imagination, the role of dreams and spirituality in the creative process, and methods of developing imagination, as well as motivation, inspiration, and barriers to creativity. Includes a study of the methods used by artists, inventors, and innovators in many fields to discover what one can do to build stronger channels to his/her own inner creative resources. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 - Introduction to Mythology (Same as ENG-8) 3 units
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

HUM-10 - World Religions 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H - Honors World Religions 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-11 - Religion in America 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A; HUM-10.

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

HUM-16 - Arts and Ideas: American Culture 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. 54 hours lecture.

HUM-20C - Arts and Ideas: Special Studies 3 units
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 54 hours lecture.

HUM-23 - The Bible as Literature 3 units
(Same as ENG-23)
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-35 - Philosophy of Religion 3 units
(Same as PHI-35)
UC, CSU*Prerequisite: None.**Advisory: PHI-10 or 10H or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

- ART 1, 2 - History and Appreciation of Art
 - ENG-6, 7 - English Literature
 - ENG-14, 15 - American Literature
 - ENG-40, 41 - Masterpieces of World Literature
 - MUS 19, 20, 21 - Music History and Literature
 - Any Philosophy course
- See also Humanities A.A. Degree requirements

INTERDISCIPLINARY STUDIES**ILA-1 - Introduction to Tutor Training I** 1 unit*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

JAPANESE**JPN-1 - Japanese 1** 5 units
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

JPN-2 - Japanese 2 5 units
UC, CSU*Prerequisite: JPN-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-3 - Japanese 3 5 units
UC, CSU*Prerequisite: JPN-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-4 - Japanese 4 5 units

UC, CSU

Prerequisite: JPN-3.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-11 - Culture and Civilization 3 units

CSU

Prerequisite: None.

Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

JOURNALISM
JOU-1 - Introduction to Journalism 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

JOU-7 - Mass Communications 3 units

UC, CSU

Prerequisite: None.

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

JOU-20A – Newspaper: Beginning 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20B – Newspaper: Intermediate 3 units

CSU

*Prerequisite: JOU-20A.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20C – Newspaper: Advanced 3 units

CSU

*Prerequisite: JOU-20B.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20D – Newspaper: Professional 3 units

CSU

*Prerequisite: JOU-20C.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-52 - Newspaper Editing 3 units

CSU

*Prerequisite: None.**Advisory: JOU-1, PHO-8 or ENG-1A or 1AH.*

Advanced practice in the production of a newspaper, with practical experience on the college newspaper. Course to include theory and practice in news editing, headline writing, page design, photographic theory and graphic arts processes. Weekly critiques of college newspaper to be included. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory. (TBA option)

Also see PHOTOGRAPHY

KINESIOLOGY

(formerly Physical Education-PHP)

It is recommended that students enroll in kinesiology activity courses or academic kinesiology courses (that satisfy the Self Development requirement of the Associate of Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate of Arts Degree requirements in this catalog.

UNIFORMS

Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS

A lock and locker for which the student is responsible will be issued to each student. A \$5.00 charge will be assessed for a lost lock.

ACADEMIC COURSES

KIN-4 - Nutrition **3 units**
UC, CSU

Prerequisite: None.

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

KIN-10 - Introduction to Kinesiology **3 units**
UC, CSU

Prerequisite: None.

This is an orientation course for students interested in physical education. It studies the history of sport, analyzes scientific research as it pertains to physical fitness and sport, and provides information on education requirements and careers. 54 hours lecture.

KIN-16 - Introduction to Athletic Training **3 units**
UC, CSU

Prerequisite: None.

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory. (TBA option)

KIN-29 - Soccer Theory **3 units**
UC*, CSU

Prerequisite: None.

This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

KIN-30 - First Aid and CPR **3 units**
UC, CSU

Prerequisite: None.

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$35.75 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

KIN-35 - Foundation for Fitness and Wellness **3 units**
CSU

Prerequisite: None.

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory. (TBA option)

KIN-36 - Wellness: Lifestyle Choices **3 units**
CSU

Prerequisite: None.

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

KIN-38 - Stress Management **3 units**
CSU

Prerequisite: None.

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate in Science Degree.

KIN-A03 - Adaptive Physical Fitness 1 unit

UC*, CSU

Prerequisite: None.

Limitation on enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A15 - Bowling, Beginning 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to develop the basic techniques of bowling and an understanding of rules, etiquette, and score-keeping. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity to practice skills and develop an understanding of the rules, etiquette, and score-keeping by participating in a class league which utilizes the handicap scoring system. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A15, KIN-A16, and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A16 - Bowling, Intermediate 1 unit

UC*, CSU

Prerequisite: None.

Advisory: KIN-A15.

This course is designed to assist students in the continued improvement of basic bowling techniques and the development of knowledge and expertise specific to intermediate bowling skills. Emphasis will be placed upon the development of a hook, the ability to self-correct as related to common errors, and the introduction and practice of various systems of spare conversion. Students will also be introduced to the recommended adjustments associated with varying lane conditions. Opportunities for knowledge and skill development will be provided through prescribed drills, practice sessions, and participation in a class league which utilizes the handicap scoring system. Subsequent enrollment will provide the student an opportunity for further skill development and competency. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A20 - Golf, Beginning 1 unit

UC*, CSU

Prerequisite: None.

Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

KIN-A21 - Golf, Intermediate 1 unit

UC*, CSU

Prerequisite: None.

Advisory: KIN-A20.

This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students' skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

KIN-A40 - Karate, Beginning 1 unit

UC*, CSU

Prerequisite: None.

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A41 - Karate, Intermediate 1 unit

UC*, CSU

Prerequisite: None.

Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A46 - Hatha Yoga, Beginning **1 unit**
UC*, CSU
Prerequisite: None.
 This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A47 - Hatha Yoga, Intermediate **1 unit**
UC*, CSU
Prerequisite: None.
Advisory: KIN-A46.
 This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A55 - Slow Pitch Softball **1 unit**
UC*, CSU
Prerequisite: None.
 Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A63 - Ultimate Frisbee **1 unit**
UC*, CSU
Prerequisite: None.
 Provides instruction in the skills, techniques, strategy, and rules of Ultimate Frisbee. The class emphasizes throwing techniques, skill improvement, and strategic team play. Students will also be exposed to a variety of Ultimate Frisbee techniques, other freestyle techniques, and distance throwing techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A64 - Soccer **1 unit**
UC*, CSU
Prerequisite: None.
 This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A75 - Walking for Fitness **1 unit**
UC*, CSU
Prerequisite: None.
 This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A77 - Jogging for Fitness **1 unit**
UC*, CSU
Prerequisite: None.
 This course is designed to introduce basic fitness concepts to improve each individual's physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A81 - Physical Fitness **1 unit**
UC*, CSU
Prerequisite: None.
 This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A83 - Kickboxing Aerobics **1 unit**
UC*, CSU
Prerequisite: None.
 This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Subsequent enrollment in additional semesters will provide the student with further development in skill competency. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A95 - Out-of-Season Varsity Sport Conditioning **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

VARSITY SPORTS

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

KIN-V10 - Soccer, Varsity Men **2 units**
UC*, CSU

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V25 - Soccer, Varsity, Women **2 units**
UC*, CSU

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option)

LIBRARY

LIB-1 - Information Competency **1 unit**
UC, CSU

Prerequisite: None.

Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

MACHINE SHOP TECHNOLOGY

MAC-55 - Occupational Safety and Health **2 units**
Administration (OSHA) Standards for General Industry

(Same as MAN-55)

Prerequisite: None.

Covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAC-56 - CNC Machine Set-up and Operation **4 units**
(Same as MAN-56)

Prerequisite: None.

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory.

MAC-57 - CNC Program Writing **3 units**
(Same as MAN-57)

Prerequisite: None.

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory.

MAC-61 - Computer Aided Design and Computer **2 units**
Aided Manufacturing
(Same as ENE-61)

Prerequisite: ENE-31 and MAC-57.

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

MAC-200 - Machine Shop Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MANAGEMENT**MAG-44 - Principles of Management** 3 units

CSU

Prerequisite: None.

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

MAG-47 - Applied Business and Management Ethics 3 units

(Same as BUS- 47)

CSU

Prerequisite: None.

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

MAG-51 - Elements of Supervision 3 units*Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture.

MAG-52 - Employee Training and Development 3 units*Prerequisite: None.*

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

MAG-53 - Human Relations 3 units*Prerequisite: None.*

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture.

MAG-54 - Employee Labor Relations 3 units*Prerequisite: None.*

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture.

MAG-56 - Human Resources Management 3 units

CSU

Prerequisite: None.

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-70 - Introduction to Organization Development 3 units

(Same as BUS-70)

CSU

*Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

MAG-200 - Management Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MANUFACTURING TECHNOLOGY
MAN-52 - Computer-Aided Manufacturing–Mastercam 4 units*Prerequisite: None.**Advisory: CIS-1A.*

A course in computer-aided manufacture of parts and assemblies using MasterCam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. May be taken a total of two times. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-53 - Advanced Computer-Aided Manufacturing 3 units*Prerequisite: MAN-52.*

This is an advanced course in the computer-aided manufacture of multi-dimensional parts and assemblies, using various Computer-Aided Manufacturing (CAM) software packages. This course will focus on the application of Computer Numerical Control (CNC) programming of turning centers and milling operations. Students will have the opportunity to fabricate complex parts by programming computer interfaces, which will in turn control machining operations. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-55 - Occupational Safety and Health Administration (OSHA) Standards for General Industry 2 units**(Same as MAC-55)***Prerequisite: None.*

This course covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAN-56 - CNC Machine Set-up and Operation 4 units**(Same as MAC-56)***Prerequisite: None.*

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory.

MAN-57 - CNC Program Writing 3 units**(Same as MAC-57)***Prerequisite: None.*

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory.

MAN-59 - Computer Aided Manufacturing-GibbsCAM 4 units*Prerequisite: None.**Advisory: CIS-1A.*

A course in computer aided manufacture of parts and assemblies using GibbsCAM software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-60 - Hydraulic and Pneumatic Systems 3 units*Prerequisite: None.**Advisory: ENE-60 or MAT 52.*

Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-61 - Introduction to Robotics 3 units**(Same as ELE- 61)***Prerequisite: None.*

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

MAN-63 - LabVIEW Visual Programming for Automated Systems 3 units**(Same as ELE- 63)****CSU***Prerequisite: None.**Advisory: CIS IA.*

Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory.

MAN-64 - Programmable Logic Controllers 3 units**(Same as ELE-64)****CSU***Prerequisite: None.**Advisory: ELE-10 or 21.*

Fundamentals of Programmable Logic Controllers (PLCs), with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours and 54 hours laboratory.

MAN-72 - Commercial and Industrial Electrical **4 units**
(Same as ELE- 72)*Prerequisite: None.*

Focuses on the wiring of commercial and industrial buildings that use metal or concrete walls. The National Electrical Code will be stressed at it relates to grounding, soil conditions, conduits, raceways, cable-trays, fills, line/load wiring, circuit/motor protection, de-rating, tension, wire-splicing, control/power transformers, pipe-bending/supporting, lighting distribution/layout, and special considerations. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory.

MAN-73 - Electric Motors for Electricians **4 units**
(Same as ELE- 73)*Prerequisite: None.*

Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory.

MAN-74 - Industrial Electrical Automation **4 units**
(Same as ELE- 74)*Prerequisite: None.*

Automatic monitoring, control and communications for electrical systems used with various motors; pneumatics/hydraulics basics; machines/processes control; production-lines; machine-vision; QC-inspection; palletizing; robotics; inventory transport, storage, distribution and reporting control systems. Topics include open-loop vs closed-loop control with feedback; PID; A/D and D/A conversion; remote-sensing/control and programming PLCs/PACs; networking; RFID and bar-codes are also discussed. 54 hours lecture and 54 hours laboratory.

MAN-75A - Robotic Systems **4 units***Prerequisite: None.**Advisory: MAT-36 or ENE-60 and MAC-56.*

The application of numerical control programming to perform multiple manufacturing process operations by positioning tools, material and robots for machining, assembly and inspection. Live robots will be programmed and used to complete automated manufacturing and assembly of simple products. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

MAN-77 - Survey of Electrical Trades **4 units**
(Same as ELE-77)*Prerequisite: None.*

An introduction to the ten primary electrical trades from residential, commercial and industrial jobs through to electrical specialties. Topics include basic electrical theory common to all electricians, such as: voltage, resistance, current, power, capacitance, inductance, reactance, impedance, blueprint symbols, Ohm's Law, Power Law, Power-factor, using instrumentation, interpreting measurements, wire gauges, ampacity, circuit protection, shorts, opens, troubleshooting and safety. Examines electrical trades opportunities and responsibilities along with an overview of NEC and OSHA basics. 54 hours lecture and 54 hours laboratory.

MAN-91C - Manufacturing Fundamentals **2 units**
for Apprenticeship*Prerequisite: None.*

A course in the fundamentals of manufacturing for technicians. This course introduces basic safety, measurement, metal forming and stamping. Machine operation of presses, brakes and other metal forming equipment will be introduced as well as an introduction to tool protection, die lubrication and troubleshooting machine processes are covered. 36 hours lecture.

MAN-92B - Manufacturing Teamwork and **2 units**
Communication*Prerequisite: None.*

A course in the team concepts used in industries to support world class manufacturing. This course presents the procedures to work effectively as self directed work teams using informal written and oral communication. 36 hours lecture.

MAN-93C - Survey of Electronic Sensors **2 units***Prerequisite: MAN-91C.*

A course introducing the basic application, use and location of sensors in the metal forming industry. The course explains the types of sensors, when and why they are used. 36 hours lecture.

MAN-200 - Manufacturing Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MARKETING
MKT-20 - Principles of Marketing **3 units**
CSU

Prerequisite: None.

Advisory: BUS-10.

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

MKT-40 - Advertising **3 units**
CSU

Prerequisite: None.

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MKT-41 - Techniques of Selling **3 units**
CSU

Prerequisite: None.

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management **3 units**
CSU

Prerequisite: None.

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

MKT-50 - Marketing Research **3 units**
CSU

Prerequisite: None.

An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

MKT-200 - Marketing Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MATHEMATICS
MAT-1A - Calculus I **4 units**
UC*, CSU

Prerequisite: MAT-10 or qualifying placement level.

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II **4 units**
UC, CSU

Prerequisite: MAT-1A.

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III **4 units**
UC, CSU

Prerequisite: MAT-1B.

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations **4 units**
UC, CSU

Prerequisite: MAT-1B.

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture.

MAT-3 - Linear Algebra **3 units**
UC, CSU

Prerequisite: MAT-1B.

Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. 54 hours lecture.

MAT-4 - Finite Mathematics **3 units**
UC, CSU
Prerequisite: MAT-35.
Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. 54 hours lecture.

MAT-5 - Calculus, A Short Course **4 units**
UC*, CSU
Prerequisite: MAT-35 or qualifying placement level.
Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration exponential and logarithmic functions. 72 hours lecture.

MAT-6 - Discrete Mathematics for Computer Science **3 units**
(Same as CSC-6)
UC, CSU
Prerequisite: MAT -10.
Advisory: CIS/CSC-5.
Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture.

MAT-10 - Precalculus **4 units**
UC*, CSU
Prerequisite: MAT-36 or qualifying placement level.
An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra **4 units**
UC*, CSU
Prerequisite: MAT-35 or qualifying placement level.
Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

MAT-12 - Statistics **3 units**
UC, CSU (C-ID SOCI 125)
Prerequisite: MAT-35 or qualifying placement level.
A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-12H - Honors Statistics **3 units**
UC, CSU
Prerequisite: MAT-35 or qualifying placement level.
Limitation on enrollment: Enrollment in the Honors program.
A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-25 - A Survey of Mathematics **3 units**
UC, CSU
Prerequisite: MAT-35 or qualifying placement level.
This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours lecture.

MAT-32 - Introduction to Symbolic Logic **3 units**
(Same as PHI-32)
UC, CSU
Prerequisite: None.
Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.
Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35 - Intermediate Algebra **5 units**
Prerequisite: MAT-52 or qualifying placement level.
The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

MAT-36 - Trigonometry **4 units**
CSU
Prerequisite: MAT-35 and 53 or qualifying placement level.
The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-52 - Elementary Algebra **4 units**
Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.
Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

MAT-53 - College Geometry 3 units

Prerequisite: MAT-52 or qualifying placement level.

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids; formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

MAT-63 - Arithmetic 3 units

Prerequisite: None.

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra 3 units

Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course.)

MAT-65 - Arithmetic and Pre-Algebra 5 units

Prerequisite: None.

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. (Letter Grade, or Pass/No Pass option.)

MAT-98 - Academic Excellence Seminar .5 unit

Prerequisite: None.

Corequisite: Concurrent enrollment in First-Year Experience program.

Interactive seminar designed to enhance students' learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

MICROBIOLOGY**MIC-1 - Microbiology** 4 units
UC, CSU

Prerequisite: CHE-2A and one of the following: AMY-2A, 2B, 10, BIO-1, 2A, 2B, 5, 8, 11, 12 or 34.

General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. 54 hours lecture and 54 hours laboratory.

COMMERICAL MUSIC

see [page 97](#)

MUSIC**MUS-1 - Teaching Music to Young Children** 3 units
CSU

Prerequisite: None.

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3 - Fundamentals of Music 4 units
UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-32 and another music performance class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sight singing, dictation and music reading using the keyboard. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-4 - Music Theory I 4 units
UC, CSU

Prerequisite: MUS-3 and 32 or 53.

Advisory: Concurrent enrollment in a music performance class.

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structures, figured bass, non-harmonic tones, first species counterpoint, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-12, 39, 79 and P12:

| | |
|---------|----------------------------------|
| MUS-28 | Riverside Community Symphony |
| MUS-33 | Vocal Jazz Ensemble |
| MUS-41 | Chamber Singers |
| MUS-42 | Wind Ensemble |
| MUS-44 | Jazz Ensemble |
| MUS-48 | Marching Band |
| MUS-68 | Community Symphony |
| MUS-73 | Vocal Jazz Ensemble |
| MUS-77 | Guitar Ensemble |
| MUS-81 | Consort Singers |
| MUS-82 | Wind Symphony |
| MUS-84 | Jazz Orchestra |
| MUS-88 | Pageantry Ensemble |
| MUS-P77 | Advanced Guitar Ensemble |
| THE-37 | Musical Theater Techniques |
| THE-52 | Musical Theater Touring Ensemble |

MUS-19 - Music Appreciation **3 units**
UC, CSU
Prerequisite: None.
 A comprehensive study of musical style, form, and materials organized to acquaint the student with representative musical literature through listening, reading and writing. 54 hours lecture.

MUS-23 – History of Rock and Roll **3 units**
UC, CSU
Prerequisite: None.
 A comprehensive study of rock music from its beginnings to the present with emphasis on its musical, socio-cultural and historical development. Study will also include stylistic trends and influential artists throughout the years, including the politics of rock. 54 hours lecture.

MUS-25 - Jazz Appreciation **3 units**
UC, CSU
Prerequisite: None.
 A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation **3 units**
UC, CSU
Prerequisite: None.
 A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-30 - Class Voice **1 unit**
UC, CSU
Prerequisite: None.
 Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

MUS-31 - College Choir **1 unit**
UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
 A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32 - Class Piano **1 unit**
UC, CSU
Prerequisite: None.
 Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

MUS-33 - Vocal Jazz Ensemble **2 units**
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.
Limitation on enrollment: Audition on or before the first class meeting.
 A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-34 - Vocal Jazz Lab **1 unit**
UC, CSU
Prerequisite: None.
Corequisite: MUS-33 or 73.
Limitation on enrollment: Audition on or before the first class meeting.
 A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-35 - Vocal Music Ensembles **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory. (TBA option)

MUS-37 - Class Guitar **1 unit**
UC, CSU
Prerequisite: None.
 Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-38 - Beginning Applied Music Training **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.
Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-39 - Intermediate Applied Music **3 units**
UC, CSU

Prerequisite: None.

Corequisite: Enrollment in a two-unit performance ensemble.

Limitation on enrollment: Audition on or before the first class meeting.
Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

MUS-43 - Jazz Improvisation and Theory **1 unit**
UC, CSU

Prerequisite: None.

Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-51 - Men's Ensemble **1 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.
A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-65 - Basic Musicianship **2 units**
UC, CSU

Prerequisite: None.

An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation.. 36 hours lecture.

MUS-71 - College Chorus **1 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.
An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-72 - Group Keyboarding Skills **1 unit**
UC, CSU

Prerequisite: None.

Keyboard skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

MUS-73 - Vocal Jazz Singers **2 units**
UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition on or before the first class meeting.
An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-75 - Advanced Vocal Ensembles **1 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.
This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-77 - Guitar Ensemble **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.
An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-78 - Beginning Applied Music Training II **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.
Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-83 - Advanced Chamber Choir **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-89 - Music of Multicultural America **3 units**
UC, CSU
Prerequisite: None.
 A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.

MUS-93 - The Business of Music **3 units**
CSU
Prerequisite: None.
 Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

MUS-200 - Music Work Experience **1-2-3-4 units**
CSU*
Prerequisite: None.
Advisory: Students should have paid or voluntary employment.
 This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MUS-P44 - Jazz Lab Band **1 unit**
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting.
Designed for students who are beginning or intermediate jazz performers.
 Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 54 hours laboratory. (TBA option)

NATIVE AMERICAN STUDIES

In cooperation with representatives of the Native American community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Native American students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Native American heritage and its contributions to American life.

Among these courses are:

- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature

OFFICE ADMINISTRATION

see [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)

PHILOSOPHY

PHI-10 - Introduction to Philosophy **3 units**
UC, CSU

Prerequisite: None.

A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H - Honors Introduction to Philosophy **3 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Honors program.

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking **3 units**
UC, CSU

Prerequisite: None.

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

PHI-12 - Introduction to Ethics: 3 units**Contemporary Moral Issues**

UC, CSU

Prerequisite: None.

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-15 - Bio-Medical Ethics 3 units

UC, CSU

Prerequisite: None.

An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic 3 units**(Same as MAT-32)**

UC, CSU

Prerequisite: None.

Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-33 - Introduction to Social and Political 3 units**Philosophy**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion 3 units**(Same as HUM-35)**

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY**PHO-20 - Introduction to Digital Photography 3 units**

CSU

Prerequisite: None.

Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 hours laboratory.

Also see [JOURNALISM](#)

PHYSICAL 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: Enrollment in MAT-1A.*

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of mechanics, including Newton's laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.

PHY-2B - General Physics, II 4 units

UC*, CSU

Prerequisite: PHY-2A.

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves, intensity of sound waves; study of electricity and magnetism, including electric field and potential, Gauss' Law, current and DC circuits, capacitance and inductance, Faraday's Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory. Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

| | |
|---|----------------|
| PHY-4A - Mechanics UC*, CSU <i>Prerequisite: None.</i> <i>Corequisite: MAT-1A.</i> Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory. | 4 units |
| PHY-4B - Electricity and Magnetism UC*, CSU <i>Prerequisite: PHY-4A.</i> <i>Corequisite: MAT-1B.</i> Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell's equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory. | 4 units |
| PHY-4C - Heat, Light and Waves UC*, CSU <i>Prerequisite: PHY-4A.</i> <i>Corequisite: MAT-1B.</i> Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory. | 4 units |
| PHY-10 - Introductory General Physics UC*, CSU <i>Prerequisite: MAT-52.</i> A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture. | 3 units |
| PHY-11 - Physics Lab UC, CSU <i>Prerequisite: None.</i> <i>Corequisite: PHY-10.</i> An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory. | 1 unit |

PHYSIOLOGY AND ANATOMY

See [ANATOMY AND PHYSIOLOGY](#)

POLITICAL SCIENCE

| | |
|---|----------------|
| POL-1 - American Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. | 3 units |
| POL-1H - Honors American Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> <i>Limitation on enrollment: Enrollment in the Honors program.</i> The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. | 3 units |
| POL-2 - Comparative Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> A comparative study of selected European, Asian, African, Latin American and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. | 3 units |
| POL-4 - Introduction to World Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> 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. | 3 units |

POL-4H - Honors Introduction to World Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5 - The Law and Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-7A - Current Political Issues 3 units

CSU

*Prerequisite: None. Sections may be taken in any sequence.**Advisory: Qualification for ENG-1A.*

Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

POL-11 - Political Theory 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

POL-13 - Introduction to American Foreign Policy 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

POL-14 - Internship in Political Science 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

PSYCHOLOGY**PSY-1 - General Psychology 3 units**

UC, CSU

Prerequisite: None.

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-2 - Physiological Psychology 3 units

UC, CSU

Prerequisite: None.

The scientific study of the physiological determinants of behavior. Issues addressed include: basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming and neurological and mental disorders. 54 hours lecture.

PSY-8 – Introduction to Social Psychology 3 units

UC, CSU

Prerequisite: None.

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

PSY-9 - Developmental Psychology **3 units**
 UC, CSU
Prerequisite: None.
 Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. 54 hours lecture.

PSY-33 - Theories of Personality **3 units**
 UC, CSU
Prerequisite: None.
 This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist's biographical data to the development of the theory. 54 hours lecture.

PSY-35 - Abnormal Psychology **3 units**
 UC, CSU
Prerequisite: None.
 Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING

REA-2 - Rapid Reading **2 units**
 CSU
Prerequisite: None.
 Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. May be taken a total of two times. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-3 - Reading for Academic Success **3 units**
 CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
 Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-4 - Critical Reading as Critical Thinking **3 units**
 CSU
Prerequisite: None.
 This course is intended for students to fully understand the relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading. 54 hours lecture.

REA-81 - Reading, Level I **3.5 units**
Prerequisite: None.
 Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-82 - Reading, Level II **3.5 units**
Prerequisite: REA-81 or qualifying placement level.
 Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-83 - Reading, Level III **3 units**
Prerequisite: REA-82 or ESL-73 or qualifying placement level.
 Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-86 - Reading Strategies for Textbooks **1 unit**
Prerequisite: None.
 This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

REAL ESTATE

RLE-80 - Real Estate Principles **3 units**
 CSU
Prerequisite: None.
 The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

RLE-81 - Real Estate Practices **3 units**
 CSU
Prerequisite: None.
 Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate 3 units

CSU

Prerequisite: None.

California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance 3 units

CSU

Prerequisite: None.

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal 3 units

CSU

Prerequisite: None.

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics 3 units

CSU

Prerequisite: None.

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I 3 units

CSU

Prerequisite: None.

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

SIMULATION AND GAME DEVELOPMENT**GAM-21 - History of Video Games 3 units**

CSU

Prerequisite: None.

A comprehensive study of the evolution of video games throughout history including arcade games, console games, computer games and mobile applications. Students will become acquainted with representative game designs through playing games, analyzing games, reading and writing about games. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-22 - Game Design Principles 3 units

CSU

Prerequisite: None.

An introduction to the fundamental techniques, concepts, and vocabulary of game design. Students will design original non-digital prototypes and games, using iteration and playtesting best practices. Topics include formal elements of games, mechanics and dynamics, decision-making, flow states and player psychology, the MDA Framework, the iterative process, and rapid prototyping. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-23 - Digital Game Design 3 units

CSU

Prerequisite: GAM-22.

An introduction to digital game design, including the study of various genres of games, and the preparation of a game design document. Intended for those considering a career in the video game industry. Topics include analyzing the target audience, pitching an original game concept, design documentation, the iterative process, and rapid digital prototyping. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-31 – Introduction to 3D Modeling 3 units

CSU

Prerequisite: None.

This course introduces the concepts of 3D Modeling in a virtual environment. Emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, and menu structures within applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-32 – Designing Game Characters 3 units

CSU

Prerequisite: GAM-72 and one of the following: GAM-31 or CIS/GAM-38A.

This course provides continued study of the application of 3D modeling techniques within a computer animation environment. Students will learn the production work flow of Maya to ZBrush and complete game ready character models. The focus will be on character design principles, low poly modeling and the creation of both bipedal and quadruped characters. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-33 – Advanced Digital Sculpting 3 units
CSU*Prerequisite: GAM-32.*

Continued study to perfect character modeling techniques with advanced sculpting methods. This course concentrates on the production work flow of ZBrush to Maya and complete high end cinematic quality 3D models. The focus will be on high level detail and animation models. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-34 – Character Rigging 3 units
CSU*Prerequisite: GAM-32.*

Prepare an animation rig accurately and anatomically in a 3D simulation environment. Prepare previously created humanoid and creature 3D models for an animation-ready state using professional production techniques. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-35 - Introduction to Simulation and Game Development 3 units
(Same as CIS-35)
CSU*Prerequisite: None.*

An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-37 - Beginning Level Design for Computer Games 3 units
(Same as CIS-37)
CSU*Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-38A - Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations 4 units
(Same as CIS-38A)
CSU*Prerequisite: None.*

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

GAM-38B - Simulation and Gaming/3D Animation for Real-Time Interactive Simulations 4 units
(Same as CIS-38B)
CSU*Prerequisite: CIS/GAM-38A.*

Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

GAM-38C - Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations 4 units
(Same as CIS-38C)
CSU*Prerequisite: CIS/GAM-38B.*

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

GAM-39 - Current Techniques in Game Art 4 units
(Same as CIS-39)
CSU*Prerequisite: None.*

Advisory: Ability to manipulate graphics including layers and textures with Photoshop or concurrent enrollment in CIS-78A or ADM-71.

Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

GAM-42 - PhotoShop for Game Art and Animation 3 units
CSU*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing and techniques for painting custom textures for Game Art and Animation. Use of Layers, Layer Styles, Adjustment Layers and Blending Modes. Adjusting and correcting colors for textures and images to be used in Autodesk Maya and game engines such as Unity or UDK, as well as an introduction to all aspects of Adobe Photoshop for use in digital image editing. 54 hours lecture and 18 hours laboratory. (TBA option)

**GAM-43 - Survey of Media Art for
Game Design/Animation** **3 units**
(Same as CIS-43)
CSU

Prerequisite: ART-17, CIS/GAM-38A and CAT/CIS-78A.

Survey of industry concepts, techniques, and applications for multimedia, game art, animation, and concept art. Students will learn graphic styles for interface design, texturing techniques for 3D models, digital painting techniques for stylized concept art, digital background and layout design as it applies to video games and animation. 36 hours lecture and 54 hours laboratory.

GAM-44 - Portfolio Production **2 units**
CSU

Prerequisite: GAM-34 or 46 or 48 or MUC-6.

Creative organization and presentation of a body of work exhibiting portfolio-quality aptitude. Covers all aspects of creation and presentation of a professional portfolio including compositing, audio and video editing skills required to present the body of work in 3D modeling, animation or concept art. Students will edit existing work to emphasize individual strengths and areas of specialization. Compilation of a professional resume and mock interviews will be completed by each student. 18 hours lecture and 54 hours laboratory.

GAM-45 – Materials and Lighting **3 units**
CSU

Prerequisite: GAM-31 or CIS/GAM-38A.

An intermediate class with a strong focus in applications of lighting and lighting theory, materials and texture mapping of both procedural and bitmap textures utilizing both software and mental ray render engines for game environments. Students learn the different types of lights used in both real world lighting scenarios and in game environment lighting as it applies to game design and mood. Students study different materials and surface treatments including, specularity, reflections, refractions, subsurface scattering, Mental Ray shaders and Mental Ray lights. Mapping will be discussed in depth with various techniques for Bump, Normal Bump, Specular, Alpha and other key mapping techniques used in the game and animation industry as well as advanced concepts in Ambient Occlusion, HDRI (High Dynamic Range Imaging), Final Gather and Global Illumination. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-46 - Environment and Vehicle Modeling **3 units**
CSU

Prerequisites: ART-17, and CIS/GAM-38A.

A comprehensive study of game industry modeling techniques for both hard surface and organic models. Advanced 3D modeling techniques in creating environment and vehicle models with specific limitations on tri/poly count. Topics include Polygonal modeling tools, Subdivision Surface tools, and NURBS (Non Uniform Rational B Splines) modeling tool sets. An introduction to background design and layout as well as shot planning and composition as it applies to storytelling in a game/simulation environment with a focus on creating architectural interiors and exteriors representing houses, buildings and entire worlds contained under a roof. 54 hours lecture and 18 hours laboratory.

GAM-47 – Introduction to 3D Animation **3 units**
CSU

Prerequisite: GAM-31 or CIS/GAM-38A.

An introductory 3D animation course which applies classic animation principles to objects in a 3D environment. Introduces tools used for 3D animation as well as the best working practices for animating objects and characters. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-48 - 3D Character Animation **3 units**
CSU

Prerequisite: CIS/GAM- 38B or GAM-47.

An advanced 3D animation course that applies real-life action sequences to characters. Topics include game cycle animation, weight, actions and personality for the character including advanced techniques with key frame animation including incorporating audio as well as dynamic animation to assist the character driven animation. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-49 - Game Modeling and Texturing **3 units**
CSU

Prerequisite: CIS/GAM-38A and CIS-78A or GAM-42.

An intermediate 3D modeling class focusing on low poly modeling and texture mapping for games. Topics include the basics of lighting an object, advanced Photoshop skills and presentation skills. 54 hours lecture and 18 hours of laboratory.

GAM-51 – Game Mechanics and Simulation **3 units**
CSU

Prerequisite: CIS/CSC-5 and MAT-35.

Introduction to practical applications of mathematics and physics techniques related to various areas of game programming. This course provides a specialized focus on core fundamentals in game engine programming and gameplay scripting. 54 hours lecture and 18 hours laboratory. (TBA option)

GAM-70 – Computer Skills for Game Art **1 unit**
CSU

Prerequisite: None.

Introduction to fundamental computer concepts related to typical functions required of a game artist. Understanding computer navigation and peripherals used to input information which is unique to Game Design and Digital Media will be the focus. Standard file management, navigation, storage, and multiple backup techniques for files are taught as well as basic scanning techniques, appropriate use of internet resources, copyright issues and an introduction to graphic file formats. 18 hours lecture and 6 hours laboratory. (TBA option)

GAM-71 – Perspective for Game and Animation **3 units**
CSU

Prerequisite: ART-17.

This is a perspective drawing class which focuses on creating believable environments, both interior and exterior, through the proper implementation of correct one point, two point and three point perspective while setting up a dynamic composition. Students learn to draw three-dimensional forms through observation and application of perspective principles. Students learn to conceptualize, create quick sketches and then focus on developing complete perspective drawings. 36 hours lecture and 54 hours laboratory.

GAM-72 – Anatomy for Game Art 3 units
CSU*Prerequisite:* ART-17

n intensive study of the human figure and animal anatomy in preparation for construction of 3D models for the Game Industry. Students draw using live clothed and nude models. 36 hours lecture and 54 hours laboratory.

GAM-73 – Storyboarding for Games 3 units
CSU*Prerequisite:* GAM-71.

Application of strong composition, posing, and camera techniques to tell an engaging story in a video game environment. Students will be required to draw beat-boards and storyboards while planning interactive scripted events and cut-scenes. 36 hours lecture and 54 hours laboratory. (TBA option)

GAM-79 – Game Studio Production 4 units
CSU*Prerequisite:* GAM-34, 46, 48, or MUC-6.

This is the culminating class in the following areas: game art, game audio, game design and game programming. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory. (TBA option)

SOCIOLOGY**SOC-1 - Introduction to Sociology** 3 units
UC, CSU (C-ID SOCI 110)*Prerequisite:* None.

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. 54 hours lecture.

SOC-2 - American Social Problems 3 units
UC, CSU (C-ID SOCI 115)*Prerequisite:* None.

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

SOC-3 - Social Inequality in American Society 3 units
UC, CSU*Prerequisite:* None.

This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.

SOC-10 - Race and Ethnic Relations 3 units
UC, CSU (C-ID SOCI 150)*Prerequisite:* None.

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-12 - Marriage and Family Relations 3 units
UC, CSU*Prerequisite:* None.

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-15 - Women in American Society 3 units
UC, CSU*Prerequisite:* None.

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

SOC-20 - Introduction to Criminology 3 units
UC, CSU*Prerequisite:* None.

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-50 - Introduction to Social Research Methods 3 units
UC, CSU*Prerequisite:* None.

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

SPANISH
SPA-1 - Spanish 1 **5 units****UC*, CSU***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-1H - Honors Spanish I **5 units****CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. This honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-2 - Spanish 2 **5 units****UC*, CSU***Prerequisite: SPA-1, 1H or 1B.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-2H - Honors Spanish 2 **5 units****UC, CSU***Prerequisite: SPA-1, 1H or 1B.**Limitation on enrollment: Enrollment in the Honors program.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option)

SPA-3 - Spanish 3**5 units****UC*, CSU***Prerequisite: SPA-2 or 2H.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-3N - Spanish for Spanish Speakers**5 units****UC*, CSU***Prerequisite: None.*

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-4 - Spanish 4**5 units****UC, CSU***Prerequisite: SPA-3 or 3N.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-8 - Intermediate Conversation**3 units****UC, CSU***Prerequisite: SPA-2 or 2H.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. May be taken a total of four times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-11 - Spanish Culture and Civilization**3 units****UC, CSU***Prerequisite: None.*

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-12 - Latin American Culture and Civilization 3 units
UC, CSU*Prerequisite: None.*

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-13 - Spanish for Health Care Professionals 5 units
CSU*Prerequisite: None.*

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPEECH COMMUNICATION
SEE [COMMUNICATION STUDIES](#)

SUPPLY CHAIN TECHNOLOGY**SCT-2 – Supply Chain Technology Analysis and Models** 3 units
CSU*Prerequisite: None.**Advisory: CIS-1A.*

Transactions and processes along the supply chain including technology for fulfillment of demand and order management. Analysis of supply chain planning and operations. Computer technology for materials handling, transportation, warehousing and logistics. 36 hours lecture and 54 hours laboratory.

SCT-3 - Supply Chain Technology 4 units
CSU*Prerequisite: None.**Advisory: CIS-1A.*

This course examines contemporary supply chain management technologies including but not limited to technologies for supply chain visibility, facility design, transportation and logistics, materials management, warehousing and distribution; innovative use of technology for competitive advantage; structural and infrastructural policies and systems in operations strategy decisions, team-based case study and learn-by-doing exercises. 54 hours lecture and 54 hours laboratory.

SCT-4 – Transportation Technology and Vehicle Routing 3 units
CSU*Prerequisite: None.**Advisory CIS-1A.*

Hands on applications of transportation pricing models, computerized vehicle routing and scheduling software applications related to transportation planning and execution. Role of transportation in the economy and supply chain. Alternative transportation modes, rates, services and regulations. 36 hours lecture and 54 hours laboratory.

SUPERVISION
SEE [MANAGEMENT](#)

THEATER ARTS**THE-2 - Play Practicum-Special Projects Laboratory I** 1 unit
UC*, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

THE-3 - Introduction to the Theater 3 units
UC, CSU*Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

THE-4 - Play Practicum-Special Projects Laboratory II 2 units
UC*, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

THE-5 - Theater Practicum 3 units
UC, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-6 - Advanced Theater Practicum 3 units
UC*, CSU*Prerequisite: THE-5.*

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-29 - Musical Theater Appreciation 3 units

UC, CSU

Prerequisite: None.

A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.

THE-30 - Voice and Movement for the Stage 2 units

UC, CSU

Prerequisite: None.

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater 3 units

Games and Exercises

UC, CSU

Prerequisite: None.

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.

THE-33 - Scene Acting: Creating a Role 3 units

UC, CSU

Prerequisite: THE-32.

Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor's body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles 3 units

UC, CSU

Prerequisite: THE-32.

Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in 3 units

Shakespearean Verse

UC, CSU

Prerequisite: THE-32.

Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

THE-36 - Improvisational Acting 3 units

UC, CSU

Prerequisite: THE-32.

Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-38 - Auditioning for the Stage 1 unit

CSU

Prerequisite: None.

Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.

THE-39 - Acting for the Camera 3 units

UC, CSU

*Prerequisite: None.**Advisory: THE-32.*

Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

WORK EXPERIENCE

WKX-200 - Work Experience **1-2-3-4 units** **CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

WKX-201 - General Work Experience **1-2-3 units** **CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

ZOOLOGY

See [BIOLOGY 2A, 2B](#)

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an "educational gateway" for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor's Office.

ENGLISH

ENG-885 - Writing Clinic **0 units**

Prerequisite: None.

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option)

ENGLISH AS A SECOND LANGUAGE

ESL-801 - ESL Support for Career and Technical Programs **0 units**

Prerequisite: None.

Advisory: Qualification for ESL 53.

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.) (TBA option)

GUIDANCE

GUI-801 - Testing for Success CAHSEE Preparation **0 units**

Prerequisite: None.

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (Materials fee: \$16.00)

INTERDISCIPLINARY STUDIES**ILA-800 - Supervised Tutoring****0 units***Prerequisite: None.**Co-Requisite): Student must be enrolled in at least one other non-tutoring course.**Limitation on Enrollment: Student must be referred by an instructor or a counselor.*

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (TBA option) (Non-degree, non-credit course.)

READING**REA-887 - Reading Clinic****0 units***Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)





Section VII
FACULTY



Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors that the faculty at RCCD can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 52nd Distinguished Faculty Lecturer is

JOSE DURAN

PROFESSOR

BUSINESS AND COMPUTER INFORMATION SYSTEMS

Born in Riverside and raised in Corona, Jose was educated locally, transferring from Chaffey College to California State University, San Bernardino (CSUSB), where he earned his bachelor's degree. Jose served in the United States Army for three years, and then returned to CSUSB to complete his MBA in 1978.

Jose's career includes 15 years in the grocery industry (Alpha Beta Markets) followed by sales and sales management capacities with Xerox and Control Data Corporation. He also served as an economic development representative in the Riverside County Business Labor Council marketing a state funded stimulus program, Employment Training Panel, and bringing industry and employment opportunities to the Inland Empire.

Jose began teaching at Riverside Community College in Moreno Valley as a part-time faculty member in 1983. In 1986, Jose began teaching full time at Riverside City College, and eventually moved to Moreno Valley College where he has been ever since.

Now after almost 26 years, Jose sees the sunset of his career on the horizon. As one of the first faculty to begin teaching at Moreno Valley College, being the District's 2012 Faculty Lecturer is an honor and privilege.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

NORCO COLLEGE FACULTY

ANDACHEH, KHALIL

**Associate Professor,
Sociology**

B.A., University of Tehran (Iran); M.A., Roosevelt University; M.A., University of California, Irvine; Ph.D., University of California, Irvine. At Riverside Community College District since 2002.

AYCOCK, GREG

**Dean,
Student Success
Project Director Title V**

B.A., University of California, Riverside; M.S., California State University, Long Beach; Ph.D., Claremont Graduate University. At Riverside Community College District since 2011.

BADER, MELISSA

**Associate Professor,
English**

B.A., University of Washington; M.A., California State Polytechnic University, Pomona. At Riverside Community College District since 2004.

BECK, REX

**Associate Professor,
Business Administration**

B.S., United States Military Academy at West Point; M.B.A., California State University, San Bernardino. At Riverside Community College District since 2002.

BOELMAN, PETER

**Associate Professor,
Economics**

B.A., Connecticut College, New London; M.A., University of Massachusetts at Amherst. At Riverside Community College District since 1994.

BROCKENBROUGH, CELIA

**Professor,
Library Services**

B.A., Howard University, Washington, D.C.; M.L.S., University of Maryland. At Riverside Community College District since 1991.

BROTHERTON, CATHERINE

**Professor,
Computer Information Systems**

B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 1986.

BURNETT, SARAH

**Associate Professor,
Early Childhood Education**

B.S. Econ; The University of Wales, Swansea; M.S., The Johns Hopkins University. At Riverside Community College District since 2005.

CAMPO, PEGGY

**Associate Professor,
Anatomy and Physiology**

B.S., Universidad Catolica de Cordoba; M.S., University of California, Riverside; M.A., Harvard University. At Riverside Community College District since 2008.

CAPPS, NICOLE

**Assistant Professor,
English**

B.A., M.A., California State Polytechnic, Pomona. At Riverside Community College District since 2009.

CHACON, ROSINA (Zina)

**Associate Professor,
Counseling**

A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., University of Redlands. Ed.D., University of Southern California. At Riverside Community College District since 2003.

CHUNG, ELISA

**Associate Professor,
Mathematics**

A.A., Fullerton; B.S., M.A., California State University, Fullerton. At Riverside Community College District since 1991.

CLUFF, MICHAEL

**Professor,
English**

B.A., M.A., University of California, Riverside. At Riverside Community College District since 1990.

COMSTOCK, TAMI

**Assistant Professor,
English**

B.A., Western State College; M.A., University of Northern Colorado. At Riverside Community College District since 2009.

CORDIER, GERALD

**Assistant Professor of Career and
Technical Education, Drafting**

Course work completed at California State University, Fullerton, and California State University, San Bernardino. At Riverside Community College District since 1988.

COVERDALE, JOHN

**Associate Professor,
Computer Information Systems**

B.A., Occidental College; B.S., M.S., Azusa Pacific University. At Riverside Community College District since 1997.

CRASNOW, SHARON L.

**Professor,
Philosophy**

B.A., Barnard College; M.A., Ph.D., University of Southern California. At Riverside Community College District since 1992.

DEGUZMAN, JOSEPH S.

**Associate Professor,
Mathematics**

B.S., Mapua Institute of Technology, M.S., M.L.Q. University, Manila, Philippines. At Riverside Community College District since 2001.

DIECKMEYER, DIANE

**Vice President,
Academic Affairs
Associate Professor, Reading**

B.A., M.A., University of California, Riverside; Ed.D., University of Southern California. At Riverside Community College District since 1999.

DI THOMAS, DEBORAH

**Vice President,
Student Services**

B.S., California Polytechnic University; M.A., Azusa Pacific University; Ed. D., Pepperdine. At Riverside Community College District since 1992.

ECKSTEIN, JOSEPH G.

**Associate Professor,
Geography**

B.A., B.Ed., (Honours), University of Western Ontario, Canada; M.Sc., London School of Economics, London, England. At Riverside Community College District since 1992.

ELIZALDE, ANDRES

**Associate Professor,
English**

B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

- FARRAR, CAROLACOSTA** Interim Dean of Instruction
Professor, Psychology
B.A., B.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College District since 1997.
- FINLEY, JAMES** Instructor,
Multimedia
B.A., California State University, San Bernardino. At Riverside Community College District since 2012.
- FLICK, AREND** Professor,
English
A.B., University of Chicago; Ph.D., University of California, Berkeley. At Riverside Community College District since 1991.
- FRANCO, NICHOLAS** Assistant Professor,
Counseling
A.A., Fullerton College; B.A., California State University, Fullerton; M.S., University of La Verne. At Riverside Community College District since 2009.
- FREITAS, SIOBHAN** Associate Professor,
Chemistry
B.S., University of Massachusetts; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2000.
- FREWING, JANET** Associate Professor,
Mathematics
B.A., California State University, Fullerton; M.A., University of California, Santa Barbara. At Riverside Community College District since 2001.
- FRIEDRICH FINNERN, TERESA** Associate Professor,
Biology
B.S., Hope College; M.S., Ph.D., University of Michigan. At Riverside Community College District since 2006.
- GARCIA, CARLOS** Associate Professor,
Drafting
B.S., California State University, Fresno; B.S., University of Southern California; M.S., California State University, Northridge. At Riverside Community College District since 1992.
- GRAY, ALEXIS** Associate Professor,
Anthropology
B.A., California State University, Los Angeles. M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 2006.
- GREEN, MONICA** Dean,
Student Services
B.A., University of California, Riverside; M.A., California State University, San Bernardino; Ed.D., Pepperdine University. At Riverside Community College District since 2001.
- GREENE, RAVELLE LYN** Assistant Professor,
Political Science
B.A., M.A., California State University, Northridge; Ph.D., University of Southern California. At Riverside Community College District since 2009.
- GUTIERREZ, MONICA** Associate Professor,
Biology
B.S., University of California, Irvine; Ph.D., University of California, Los Angeles. At Riverside Community College District since 2004.
- HARRIS, VIVIAN** Assistant Professor,
Library
B.A., California State University, Long Beach; M.L.I.S., San Jose State University; M.A., California State University, San Bernardino. At Riverside Community College District since 2011.
- HITCHCOCK, DOMINIQUE** Associate Professor,
Spanish/ French
A.A., B.A., M.A., Ph.D., (Highest Honors) Université de Paris Sorbonne, Paris IV. At Riverside Community College District since 1996.
- HUMBLE, DINA** Associate Professor,
Music
B.M., University of Minnesota; M.M.E., University of Northern Colorado. At Riverside Community College District since 1999.
- ILISCUPIDEZ, MARISA** Assistant Professor,
Counseling
A.A., Mount San Antonio College; B.A., California State University, San Bernardino; M.A., University of San Diego. At Riverside Community College District since 2011.
- JOHNSON, BRIAN D.** Associate Professor,
Mathematics
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.
- KYRIAKOS, STEPHANY** Associate Professor,
History
B.A. (summa cum laude), University of Colorado; M.Phil., Ph.D., Yale University. At Riverside Community College District since 1999.
- LEWIS, MARK E.** Associate Professor,
Communication Studies
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.
- TOMPSETT-MAKIN, DEBORAH J.** Professor,
Political Science
B.S., University of Pittsburgh; M.A., Old Dominion University; Ph.D., University of California, Riverside. At Riverside Community College District since 2000.
- MCALLISTER, LISA** Director,
Health Services
A.S., Broward/Grayson Community Colleges; B.S.N., M.S.N., University of Phoenix. At Riverside Community College District since 2009.
- MILLS, DAVID** Associate Professor,
English
A.A., Riverside Community College; B.A., University of California, Los Angeles; M.A., Indiana University. At Riverside Community College District since 2001.
- MITER, CAROL** Associate Professor,
English
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 1991.
- MOORE, BARBARA** Associate Professor,
Biology
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2006.

- MOORE, JOHN** Assistant Professor,
Counseling
B.A., M.A., Azusa Pacific University. At Riverside Community College District since 2011.
- MUTO, JAN** Assistant Professor,
Communication Studies
B.A., M.A., University of Delaware; Ph.D., University of Utah. At Riverside Community College District since 2010.
- NANCE, DAMON** Dean,
Library/Learning Resources
A.A., Crafton Hills College; B.A., California State University, San Bernardino; M.L.I.S., San Jose State University. At Riverside Community College District since 2007.
- NELSON, LISA** Associate Professor,
English
B.A., B.F.A., University of South Maine; M.A., University of California, Riverside; Ph.D., Columbia University. At Riverside Community College District since 2005.
- OLAERTS, ANA-MARIE** Associate Professor,
Communication Studies
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2006.
- PARK, STEPHEN** Assistant Professor,
Mathematics
B.S., University of Southern California; M.A., California State University, Fullerton. At Riverside Community College District since 2009.
- PARNELL, PAUL** President,
Norco College
B.S., United States Air Force Academy; M.A., Ball State University; Ph.D., Oregon State University. At Riverside Community College District since 2012.
- PAVLIS, BONNIE** Professor,
Humanities
B.A.(summa cum laude), University of California, Los Angeles; M.A., Ph.D., University of California, Berkeley; Certificate in TESL, University of California, Riverside. At Riverside Community College District since 1990.
- PAYÁN, DAVID A.** Associate Professor,
Counseling
A.A., East Los Angeles College; B.A., University of California, Riverside; M.A., San Diego State University. At Riverside Community College District since 1991.
- PERRY, JUDY** Professor,
Computer Information Systems
B.S., Oklahoma State University; M.S., University of Southern California. At Riverside Community College District since 1994.
- PRIOR, ROBERT** Professor,
Mathematics
B.A., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College District since 1990.
- REY, JASON** Associate Professor,
Mathematics
B.A., M.A., University of California, Riverside; Ed.D., University of Southern California. At Riverside Community College District since 2004.
- REYNOLDS, JOSEPH** Associate Professor,
Counseling
B.S., Florida State University; M.H.S., Ed.D., University of Florida. At Riverside Community College District since 2001.
- RIES, RICHARD** Associate Professor,
Mathematics
B.A., B.S., M.S., University of California, Riverside. At Riverside Community College District since 2005.
- ROBLES, ANDY** Associate Professor,
Mathematics
B.S., M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1999.
- SHIRINIAN, MARGARITA** Associate Professor,
English as a Second Language
B.A., Moscow State Pedagogical University; M.A., California State University, Northridge. At Riverside Community College District since 2005.
- SKIBA, KARIN** Professor,
Art
B.A., Pitzer College; M.F.A., Claremont Graduate University. At Riverside Community College District since 1990.
- SLONIGER, MITZI A.** Associate Professor,
Reading
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College District since 2000.
- SMITH, DEBORAH** Associate Professor,
Mathematics
B.A., California State University, San Bernardino; M.S., University of California, Riverside. At Riverside Community College District since 1998.
- STERNBURG, CHARLES** Professor,
Anatomy and Physiology
B.S., M.S., California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College District since 1992.
- STEVENS, WALTER** Professor,
Theater Arts
B.A., M.F.A., University of California, Irvine. At Riverside Community College District since 1996.
- SYNODINOS, DIMITRIOS** Associate Professor,
Coordinator, Student Activities
A.A., Glendale Community College; B.A., M.A., California State University, Northridge. At Riverside Community College since 2005.
- THOMAS, JAMES W.** Professor,
Construction Technology
A.A., AS., Chaffey College; A.A., San Bernardino Valley College; B.A., Prescott College; M.P.A., California State University, San Bernardino; D.P.A., University of La Verne. At Riverside Community College District since 2000.
- TRAN, PHU** Associate Professor,
Physics
B.S., California Polytechnic University, Pomona; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

TSCHETTER, SHERYL L.**Professor,
English**

B.A., University of California, Riverside; M.A., California State University, San Bernardino; Ed.D., University of Southern California. At Riverside Community College District since 2000.

TYLER, STANLEY**Assistant Professor,
Chemistry**

B.A., University of California, Irvine; M.S., University of California, Los Angeles; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2009.

UESUGI, KOJI**Associate Dean,
Special Funded Programs**

B.A., University of California, Davis; M.A., Claremont Graduate University; M.A. California State University, Fullerton; Ed.D., University of California, Los Angeles. At Riverside Community College District since 2009.

VAN HULLE, PAUL**Associate Professor,
Manufacturing Technology**

A.S., Riverside Community College; B.A., California State University, Los Angeles; M.A., California State University, San Bernardino. At Riverside Community College District since 2005.

WAGNER, THOMAS**Professor,
Real Estate/Business Administration**

B.A., B.S., Bucknell University; J.D., Temple University Law School; LL.M., University of Virginia School of Law. At Riverside Community College District since 1992.

WALLSTROM, TIMOTHY**Associate Professor,
Kinesiology**

B.S., M.S., California State University, Fullerton; Ph.D., The Ohio State University. At Riverside Community College District since 2006.

WIMER, BEVERLY**Associate Professor,
Kinesiology**

B.S., Northwest Missouri State University; M.S., University of Arizona. At Riverside Community College District since 1989.

WORSHAM, PATRICIA A.**Associate Professor,
Business Administration**

B.A., University of California, Santa Barbara; M.B.A., California Polytechnic University, Pomona. At Riverside Community College District since 2001.

ZWART, GAIL A.**Associate Professor,
Business Administration**

B.S., California Polytechnic University, Pomona; M.P.A., California State University, San Bernardino; M.B.A., Baker College; D.P.A., University of La Verne. At Riverside Community College District since 2003.





Section VIII
DISTRICT



**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

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|--|----------|---|----------|---------------------------------------|-----------------|
| Academic Affairs | 571-6351 | Counseling | 571-6104 | Instructional Media Center | 571-6201 |
| Academic Departments: | | Dean of Health Sciences | 571-6292 | Job Placement | 571-6414 |
| Business, and Information Technology | | Dean of Instruction | 571-6165 | KRCC TV, Channel 17 | 571-6100 x 4317 |
| Systems | 571-6125 | Dean of Public Safety Education | | Law Enforcement Programs | 571-6316 |
| Communications | 571-6325 | and Training | 571-6320 | Library | 571-6111 |
| Health, Human, and | | Dean of Student Services | 571-6137 | Mailroom | 571-6145 |
| Public Services | 571-6251 | Dental Hygiene/Assisting Program | 571-6433 | Math Lab | 571-6232 |
| Humanities and | | Dental Tech Program | 571-6440 | Matriculation | 571-6131 |
| Social Sciences | 571-6134 | Disabled Student Program | | Middle College High School | 571-6463 |
| Mathematics, Sciences and | | and Services | 571-6138 | Outreach | 571-6236 |
| Physical Education | 571-6125 | Extended Opportunity | | Physician Assistant Program | 571-6166 |
| Public Safety Education and | | Programs and Services | 571-6253 | Police Dispatch | 222-8171 |
| Training | 571-6317 | Early Childhood Education | | President's Office | 571-6161 |
| Admissions | 571-6101 | Center | 571-6214 | Puente Program | 571-6240 |
| ASRCC Student Government | 571-6105 | Emergency Medical Services | 571-6395 | Title V Office | 571-6260 |
| Assessment and Placement Testing | 571-6492 | Facilities Office | 571-6113 | Tutorial Services | 571-6167 |
| Bookstore | 571-6107 | Financial Services | 571-6139 | Web Development | 571-6380 |
| Business Services | 571-6342 | Fire Technology | 571-6197 | Workforce Preparation | 571-6154 |
| Career and Transfer Center | 571-6205 | Health Services | 571-6103 | Writing and Reading Center | 571-6128 |
| College Police | 571-6190 | Information Services | 571-6116 | | |
| Computer Lab | 571-6127 | Institutional Research and Assessment | 571-6388 | | |

Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcollege.edu

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|---|----------|--------------------------------------|----------|--|-----------------|
| Academic Departments | | College Police | 372-7088 | Student Activities | 372-7007 |
| Art, Humanities and World Languages | | 24 Hour Dispatch Center | 222-8171 | Student Employment | 372-7190 |
| | 372-7076 | College Receptionist | 372-7044 | Student Financial Services | 372-7009 |
| Business, Engineering and Information | | Counseling | 372-7101 | The Talented Tenth Program (T3p) | 372-7148 |
| Technologies | 372-7079 | Dean of Instruction | 372-7018 | Title V, Hispanic Serving | |
| Communications | 372-7067 | Dean of Student Services | 372-7081 | Institution | 739-7800 |
| Mathematics and Sciences | 372-7079 | Disability Resource Center | 372-7070 | TRiO Programs | |
| Social and Behavioral Sciences | 372-7076 | Early Childhood Education | 739-7872 | Student Support Services | 372-7149 |
| Admissions and Records | 372-7003 | Extended Opportunity | | Upward Bound | 372-7149 |
| Assessment Center | 372-7156 | Programs and Services | 372-7128 | Tutorial | 372-7143 |
| Bookstore | 372-7085 | Health Services | 372-7046 | Writing and Reading Center | 372-7000 x 4545 |
| CalWORKs | 372-7052 | Library/Learning Resources | 372-7019 | | |
| Career and Job Placement Center | 372-7147 | Outreach | 739-7856 | | |

Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

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|---------------------------------------|-------------|---|-----------------|--|--------------------|
| Admissions and Records | 222-8600 | Disabled -Student Services | 222-8060 | Career and Technical Education | 222-8131 |
| Applied Technology | 222-8491 | Diversity and Equity Compliance | 222-8435 | Open Campus | www.opencampus.com |
| Art | 222-8395 | Early Childhood Education | 222-8068 | Outreach | 222-8574 |
| Art Gallery | 222-8358 | Extended Opportunity | | Performance Riverside | 222-8100 |
| Athletics | 222-8892 | Programs and Services | 222-8045 | Senior Citizen Education | 222-8090 |
| Bookstore | 222-8140 | Health Services | 222-8151 | Student Activities | 222-8570 |
| Business Administration | 222-8550 | Human Resources | 222-8588 | Student Financial Services | 222-8710 |
| College Police | 222-8520 | Information Systems and | | Transcript Office | 222-8603 |
| 24 Hour Dispatch Center | 222-8171 | Technology | 222-8556 | Transfer Center | 222-8446 |
| Parking Control (Citations) | 222-8520/21 | International Student Center | 222-8160 | Tutorial | 222-8168 |
| Community Education | 222-8090 | Library/Learning Resources | 222-8560 | Veterans Office | 222-8602 |
| Cosmetology | 222-8181 | Math Learning Center | 222-8000 x 4100 | Writing and Reading Center | 222-8632 |
| Counseling | 222-8440 | Nursing, School of | 222-8405 | Workforce Preparation | 222-8648 |

RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

Dr. Gregory Gray
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

Mr. Orin Williams
Associate Vice Chancellor, Facilities Planning and Development



Dr. Gregory Gray

OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori
Provost/Vice Chancellor, Educational Services

Dr. John Tillquist
Dean, Economic Development

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. David Torres
Dean, Intuitional Research

Mr. Raj Bajaj
Dean, Institution Reporting and Academic Services

OFFICE OF THE VICE CHANCELLOR, ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration and Finance

Mr. Aaron Brown
Associate Vice Chancellor, Finance

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
Committee Member
Riverside Curriculum Committee Chair

Ms. Natalie Hannum
District Curriculum Chair
Moreno Valley Curriculum Committee Chair

Mr. Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Ms. Sylvia Thomas
District Administrative Co-Chair*

Mr. Greg Burchett
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Ms. Toni Van Buhler
Committee Secretary*

Ms. Naomi Foley
Committee Clerk*

*Non-voting member



RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

RCCD GOALS — 2005-2015

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the district support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-college District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

OUR RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION

The Riverside Community College District is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

Recognition for Our Heritage of Excellence: We embrace the District's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

Passion for Learning: We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

Respect for Collegiality: We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

Appreciation of Diversity: We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

Dedication to Integrity: We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

Commitment to Community Building: We believe the District is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

Commitment to Accountability: We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

RCCD FUNCTIONS

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending the colleges of Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The colleges provide courses which parallel those of the lower division of the California State University system, the University of California, and of private universities so that qualified students may transfer to four-year public or private institutions.

CAREER AND TECHNICAL EDUCATION

Goal: Occupational programs, through an advisory process, respond to the changing needs of our communities' labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At the colleges, occupational skills training provides specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students' skills demand that the colleges provide students with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The colleges provide courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The colleges provide for preassessment, advisement, and specialized programs.

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Community Education is a self-supporting entity of the college not funded by tax payer dollars. Classes and programs are not-for-credit.

Objective: Community Education offers professional and personal development classes, and recreational classes for district residents of all ages.

CUSTOMIZED TRAINING

Goal: Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

Objective: The district offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES

Goal: Recognizing the need for a comprehensive learning experience for students, the colleges provide a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The colleges provide a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which is consistent with the college's overall mission.

In addition, the colleges have developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, and similar special education services and programs, which along with a comprehensive program of student activities, athletics, fine arts, and student government, enhance the student's overall learning experience at the colleges.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alford, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco Campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American

Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce

STRATEGIC COMMUNICATIONS AND RELATIONS

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications and Relations office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched Invest in Excellence, 100 @100, a comprehensive effort to reach the \$100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at www.rccd.edu/foundation.



RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program

permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact the Norco College Disability Center at (951) 372-7070 or TDD (951) 372-7010.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation

in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/pages/ferpa/ for more information.

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor,

collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.norcocollege.edu.

REPEAT POLICY

Course Repetition in a Non-Repeatable Course

Title 5 Sections 55040-55046, 55253 and 56029
Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
 - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW", or "NP" has been recorded.
 - b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.
 - c. A "Request for Course Repetition"* is required for any exceptions to "b" above.
2. The student's previous grade is, at least in part, the result of extenuating circumstances.
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *
3. There has been a lapse of time (at least 5 years) since the student

previously took the course. (See Significant Lapse of Time section)

4. The course outline of record has been officially changed and demonstrates significant curricular changes.*
5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

B. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
3. Students may repeat any course, which was taken at an accredited college or university and for which substandard academic performance was recorded.
4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office at any college. Requests are approved or denied by the Dean of Instruction, or designee.

Significant Lapse of Time

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of five (5) or more years since the grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District will disregard the previous grade and credit when computing a student's grade point average.

Course Repetition in a Repeatable Course

Students may repeat courses in which a "C" or better grade was earned.

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four (4) times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Examples of activity courses include physical education, music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three times.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

After a student has attempted a course four (4) times and in instances where a student is permitted to repeat a course any number of times, the student will be required to register for the course, in person, at the Admissions and Records office of any campus.

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/human_resources, or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: discapacidad, sexo/género, nacionalidad, raza, origen étnico, edad (40+), religión, orientación sexual, estado civil, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o una característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o real discapacidad, sexo/género, nacionalidad, raza, origen étnico, religión, orientación sexual, edad, o alguna característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio



Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process

de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.

is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

or with the:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative

- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda 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

Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

ALL APPEALS MUST BE IN WRITING

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una

apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Director
 Diversity, Equity and Compliance
 Riverside Community College District
 450 E. Alessandro Blvd.
 Riverside, CA 92508-2449
 (951) 222-8039
 www.rccd.edu

Department of Fair Employment and Housing (DFEH)
 Los Angeles District Office
 1055 West 7th Street
 Suite 1400
 Los Angeles, CA 90017
 (800) 884-1684
 TTY (800) 700-2320
 www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
 Los Angeles District Office
 Roybal Federal Building
 255 East Temple Street, 4th Floor
 Los Angeles, CA 90012
 (800) 669-4000
 TTY (800) 669-6820
 www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
 50 Beale Street, Suite 7200
 San Francisco, CA 94105
 (415) 486-5555
 TDD (877) 521-2172
 www.ed.gov

State Chancellor's Office
 California Community Colleges (CCCCO)
 1102 Q Street
 Sacramento, CA 95811-6549
 (916) 445-4826
 www.cccco.edu



DISTRICT ACADEMIC ADMINISTRATION

BAJAJ, PANKAJ

Dean,

Institutional Reporting and Academic Services

B.E., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BRADY, GLEN

Director, Distance Education

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

BUYSSE, JAMES

Vice Chancellor,

Administration and Finance

BA., M.A.S., Ph.D., University of Illinois. At Riverside Community College District since 1992.

GRAY, GREGORY W.

Chancellor

B.S., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh; Ed.D., Pennsylvania State University. At Riverside Community College District since 2009.

KANE, MELISSA

Vice Chancellor,

Diversity and Human Resources

B.A., University of Missouri; M.A.A., University of Memphis. At Riverside Community College District since 2005.

KEELER, RICHARD

Director,

Grants

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

MAGHROORI, RAY

Vice Chancellor/Provost,

Educational Services

B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

THOMAS, SYLVIA A.

Associate Vice Chancellor,

Educational Services

Associate Professor, Reading

B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College District since 1988.

TILLQUIST, JOHN

Dean,

Economic Development

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

TORRES, DAVID

Dean,

Institutional Research

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.



FACULTY EMERITI

Michael Amrich, Professor Emeritus, Chemistry
 Lorraine Anderson, Dean Emerita
 Sally Armstrong, Professor Emerita, Art
 Hilda Attride, Professor Emerita, English
 Jo Ann Bailey, Professor Emerita, Library Services
 Theodore Banks, Professor Emeritus, Physical Education
 James Baylor, Professor Emeritus, Business Administration
 Doug Beckstrom, Professor Emeritus, Dental Technology
 Henry Z. Benedict, Professor Emeritus, Counseling
 Joe Bennett, Professor Emeritus, Automotive Technology
 Richard Bevan, Professor Emeritus, Dental Technology
 John S. Biehl, Professor Emeritus, Biology and Health Services
 Elizabeth Bigbee, Dean Emerita, Learning Resources
 Janis Binam, Professor Emerita, Anthropology
 Donald Birren, Professor Emeritus, Physical Education
 Douglas Bond, Professor Emeritus, Chemistry
 Friedrich Brose, Professor Emeritus, Library Services
 C. Kenneth Brown, Professor Emeritus, Instructional Media
 William Brown, Professor Emeritus, Physical Education and Counseling
 Vern Browne, Professor Emeritus, Computer Information Systems
 Patricia Bufalino, Dean Emerita
 Daria Burnett, Dean Emerita
 Ronald Burton, Professor Emeritus, English
 Michael Chaks, Professor Emeritus, Accounting
 Dean Chambers, Professor Emeritus, Business Administration
 Linda Chang, Professor Emerita, Library Services
 JoAnn Chasteen, Professor Emerita, Nursing
 Achinta Chatterjee, Professor Emeritus, English
 Mike Churchill, Professor Emeritus, Physical Education
 Eileen Colapinto, Professor Emerita, Counseling
 George Conrad, Professor Emeritus, Machine Shop Technology
 Frank Corona, Professor Emeritus, Spanish
 Lois O. Cresgy, Professor Emerita, Physical Education
 Arthur Dassow, Professor Emeritus, Counseling
 Foster Davidoff, Superintendent/President, Emeritus
 Brenda Davis, President Emerita
 Betty Day, Professor Emerita, English
 Philip Denham, Professor Emeritus, English/Mathematics
 Jo Dierdorff, Professor Emerita, Dance
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology
 Robert Dixon, Professor Emeritus, Astronomy
 JoEllen Dooley, Professor Emerita, Library Services
 Roger Duffer, Professor Emeritus, Music
 John Elliott, Professor Emeritus, Physics
 Stanley Everett, Professor Emeritus, Administration of Justice
 Kathryn Farris, Professor Emerita, Physical Education
 Brenda Farrington, Professor Emerita, Counseling
 Mary Flyr, Professor Emerita, Early Childhood Education
 Annette Gaines, Professor Emerita, Nursing
 Robert L. Garvin, Professor Emeritus, Automotive Technology
 John Georgakakos, Professor Emeritus, Chemistry
 Sharon Gillins, Professor Emerita, Film, Television & Video
 Garnett Lee Gladden, Professor Emeritus, Psychology
 Grace Goodrich, Professor Emerita, Accounting/Business/CIS
 Pauline Goss, Professor Emerita, Nursing
 Cecil Green, Professor Emeritus, Business Administration
 Helen Hadden, Professor Emerita, Business
 Michael Hain, Professor Emeritus, Biology
 Allen E. Hansen, Professor Emeritus, Mathematics
 Kenneth Harper, Professor Emeritus, Anthropology
 Judy Haugh, Professor Emerita, Counseling
 Wilhelmina Hathaway, Professor Emerita, Chemistry
 Raphael C. Hawley, Professor Emeritus, Physics and Astronomy
 Lauris Hazlett, Professor Emeritus, Mathematics
 Carol Hensel, Professor Emerita, Home Economics
 Paul (Chip) Herzig, Professor Emeritus, Computer Information Systems
 Alta Hester, Professor Emerita, Counseling
 James Hill, Professor Emeritus, History
 Jimmie Hill, Professor Emeritus, Counseling
 Patricia Hora, Professor Emerita, Nursing
 Sam Huang, Professor Emeritus, Biology and Health Science
 Charles Inacker, Dean Emeritus, Instruction
 Susan Ingham, Professor Emerita, English
 Bruce Jackson, Professor Emeritus, Counseling
 Charles Jackson, Professor Emeritus, Anthropology and Sociology
 Henry Jackson, Professor Emeritus, Welding
 Charlene Jeter, Professor Emerita, Counseling
 George Jiang, Professor Emeritus, English & Speech
 Gilbert Jimenez, Professor Emeritus, History
 Cecil Johnson, Professor Emeritus, Biology
 Hilda (Bixler) Johnson, Professor Emerita, Nursing
 Tom Mark Johnson, Director Emeritus, Athletics
 Kristina Kauffman, Associate Vice Chancellor Emerita
 Allan Kirkpatrick, Professor Emeritus, Sociology and Psychology
 Theodore Knipe, Professor Emeritus, Psychology
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
 Janice Kollitz, Professor Emerita, English
 Lee Kraus, Professor Emeritus, English
 Kenneth Krivanek, Professor Emeritus, German and English
 Robert S. Kroger, Professor Emeritus, Physics
 Carolyn Sue Kross, Professor Emerita, Nursing Education
 James Kross, Professor Emeritus, Physical Education
 Wilma LaCava, Professor Emerita, Nursing
 Taiko Lacey, Professor Emerita, Office Administration
 Mary Lange, Professor Emerita, Nursing
 Louis Larson, Professor Emeritus, Geography
 Susan Lawrence, Professor Emerita, Counseling
 Jim Leatherwood, Dean Emeritus, Occupational Education
 Edward Ledford, Professor Emeritus, English
 Eva Leech, Professor Emerita, Nursing
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
 John Locker, Professor Emeritus, Criminal Justice
 George Londos, Professor Emeritus, Biology
 Ann Marie Lyons, Professor Emerita, Mathematics
 Anita Maradiaga, Professor Emerita, Nursing
 Cynthia Marquez, Professor Emerita, Philosophy and Religion
 Jean Marsh, Professor Emerita, Cosmetology
 W. Paul Matthews, Professor Emeritus, Engineering
 John M. Matulich, Deputy Superintendent and Vice President
 Emeritus, Administrative Services
 Doris Mawn, Professor Emerita, Medical Assisting
 Paula McCroskey, Dean Emerita
 Doris McElroy, Professor Emerita, Nursing
 Leighton McLaughlin, Professor Emeritus, Journalism
 Ron McPherson, Professor Emeritus, Computer Information Systems
 Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services

Michael Meyer, Professor Emeritus, English
 Delores Middleton, Professor Emerita, Physician Assistant
 Joseph B. Miller, Professor Emeritus, Health Science
 V. Eva Molnar, Professor Emerita, Business Administration
 Michael Montano, Professor Emeritus, Mathematics
 David Moody, Professor Emeritus, Mathematics
 Gloria Jean Morgan, Professor Emerita, Cosmetology
 James Morrison, Professor Emeritus, Biology
 Donald Myers, Professor Emeritus, Biology
 Harold Nemer, Professor Emeritus, Mathematics/Astronomy
 Lorraine Ogata, Professor Emerita, Reading
 Louis N. Papac, Professor Emeritus, Cosmetology
 May R. Paquette, Professor Emerita, Office Administration
 Al Parker, Professor Emeritus, History and Political Science
 John Partida, Professor Emeritus, Cosmetology
 Pamela Patey, Professor Emerita, Office Administration
 Patricia Peters, Professor Emerita, Physical Education
 Louise Peterson, Professor Emerita, Home Economics
 Gail Piestrup, Professor Emerita, English
 Joan Pleasants, Professor Emerita, Chemistry
 Richard Ramirez, Vice President Emeritus, Student Services
 Natalie Ringlund, Professor Emerita, Physical Education
 Cheryl Roberts, Professor Emerita, Early Childhood Studies
 Nancy Rose, Professor Emerita, Library Science
 John Ross, Professor Emeritus, Music
 Salvatore Rotella, Chancellor Emeritus
 Phyllis Rowe, Professor Emerita, Nursing
 Joan Royce, Professor Emerita, Psychology
 Mary Ryder, Professor Emerita, Counseling
 Fernando Salcedo, Professor Emeritus, Spanish
 Carol Salgado, Professor Emerita, Early Childhood Studies
 June Saunders, Professor Emerita, Nursing
 Darrell Sausser, Professor Emeritus, Music
 Janice Schall, Professor Emerita, Sociology
 Robert Schermerhorn, Professor Emeritus, Physical Education and
 Athletics
 Richard Schneider, Professor Emeritus, Psychology
 Joan Semonella, Professor Emerita, Speech Communication
 Kenneth Shabell, Professor Emeritus, Mathematics
 Selby Sharp, Professor Emeritus, Chemistry, Engineering and
 Mathematics

Terrance Shaw, Professor Emeritus, Anatomy and Physiology
 Roger Sliva, Professor Emeritus, Automotive Body Technology
 Karin Skiba, Professor Emerita, Art
 Katie Smith, Professor Emerita, Reading
 Robert Southwick, Professor Emeritus, Geology
 Dina Stallings, Professor Emerita, English and Speech
 Dorothy Steck, Professor Emerita, Nursing
 Linda Stonebreaker, Professor Emerita, Reading
 Letha Strain, Professor Emerita, Office Administration
 August (Bud) Tedesco, Professor Emeritus, Film, Television & Video
 Margaret Thompson, Professor Emerita, Home Economics
 John Thornton, Professor Emeritus, Reading
 Irmy Tilton, Director Emerita, Cosmetology
 Patrick Titus, Professor Emeritus, Counseling
 Melchior Tomaselli, Professor Emeritus, Cosmetology Department
 Tony Turner, Professor Emeritus, Physical Education
 Richard K. Tworek, President Emeritus
 Evan Vail, Provost Emeritus
 Donald Van Dyke, Professor Emeritus, Biology/Botany
 Barney W. Van Noy, Professor Emeritus, Dental Technology
 Joseph von Helf, Professor Emeritus, Anthropology
 Edward (Todd) Wales, Professor Emeritus, Drafting
 Charles Walker, Professor Emeritus, English/Speech Communication
 Dorothy (Chari) Wallace, Professor Emerita, Business Administration
 Roger Warren, Professor Emeritus, Cosmetology
 LeRoy Watters, Professor Emeritus, Psychology
 David Waxman, Professor Emeritus, Physical Education
 Diana Webster, Professor Emerita, Business Administration
 Auston White, Professor Emeritus, Administration of Justice
 Gerald Williams, Professor Emeritus, Electronics
 Bruce Wilson, Professor Emeritus, Physical Education
 Pearl Wolfson, Professor Emerita, College Nurse
 Cecilia Wong, Executive Dean Emerita, Technology/Learning Resources
 Geraldine Woods, Professor Emerita, Anthropology
 Gordon R. Woolley, Jr., Assistant Superintendent Emeritus and
 Business Manager
 Cornelia Wylldestar, Professor Emerita, Reading
 Ron Yoshino, Professor Emeritus, History
 John Young, Professor Emeritus, Economics





Section IX
INDEX

INDEX

| | |
|--|--------------------|
| A | |
| Academic Appeals by Students | 10 |
| Academic Calendar | vi |
| Academic Freedom | 2 |
| Academic Honesty | 10 |
| Academic Renewal | 10 |
| Academic Year | 3 |
| Accounting | 83 |
| Curricular Pattern | 64 |
| Accreditation | 3 |
| Add Procedures | 4 |
| Additional Degree Requirements | 34 |
| Administration | v, 167 |
| Administration and Information Systems Degree | 29 |
| Administration of Justice | 84 |
| Curricular Pattern | 62 |
| Admission and Registration of Students | 3 |
| Advanced Placement | 36 |
| Advisory | 4, 83 |
| Alumni House | 170 |
| Anatomy and Physiology | 86 |
| Anthropology | 86 |
| Appeals, Academic | 10 |
| Application for Admission | 3 |
| Architecture | 87 |
| Curricular Pattern | 63 |
| Areas of Emphasis | 29 |
| Art | 88 |
| Arts, The | 10 |
| Assessment | 5 |
| Associate Degree in Arts | 29 |
| Associate Degree in Arts for Transfer | 46 |
| Associate Degree in Science | 32, 56 |
| Associate Degree, Graduation Requirements | 28 |
| Associate Degree, Philosophy for | 28 |
| Attend, Who May | 3 |
| Attendance | 4 |
| Auditing Classes | 35 |
| B | |
| Basic Skills Competency Requirement | 33 |
| Biology | 92 |
| Black Studies | 94 |
| Board of Trustees | inside front cover |
| Books, Equipment and Supplies | 7 |
| Business Administration | 94 |
| Curricular Pattern | 63 |
| C | |
| Calendar | vi |
| California State University (CSU) Admission Requirements | 45 |
| California State University (CSU) Education Requirements | 49 |
| CalWorks | 11 |
| Career and Technical Education Programs | 32, 56 |
| Career Center | 11 |
| Catalog Rights | 34 |
| Certificate Programs | 34, 56, 62 |
| Change of Information | 171 |
| Chemistry | 96 |
| Chicano Studies | 97 |
| Clubs and Organizations | 18 |
| College Hour | 18 |
| College Level Examination Program (CLEP) | 39 |
| College Transfer Requirements | 43 |
| Commercial Music | 97 |
| Curricular Pattern | 67 |
| Communication, Media, and Languages Degree | 29 |
| Communications Studies | |
| Associate in Arts for Transfer | 46 |
| Courses | 98 |
| Community Education | 168 |
| Computer Applications and Office Technology | 100 |
| Computer Information Systems | 101 |
| Curricular Pattern | 67 |
| Computer Science | 107 |
| Concurrent Enrollment | 3 |
| Conduct, Standards | 20 |
| Construction Technology | 109 |
| Curricular Pattern | 71 |
| Cooperative Agencies Resources for Education (CARE) | 12 |
| Corequisites | 4, 6, 10, 83 |
| Counseling Center | 5, 11 |
| Course Descriptions | 82 |
| Course Identification Numbering System (C-ID) | 46, 82 |
| Course Repetition | 171 |
| Credit by Examination | 39 |
| Credit Courses | 83 |
| D | |
| Dance | 111 |
| Dean's List | 34 |
| Disability Resource Center | 11, 170 |
| Discipline | 12 |
| Discrimination Policy | 173 |
| Dismissal | 19 |
| Drafting Technology (also see Engineering) | |
| Curricular Pattern | 71 |
| Drop Procedures | 4 |
| E | |
| Early and Middle College Programs | 12 |
| Early Childhood Education | 112 |
| Associate in Science for Transfer | 47 |
| Curricular Pattern | 72 |
| Economics | 115 |
| Educational Plan, Student | 6 |
| Electronics | 116 |
| Curricular Pattern | 74 |
| Engineering | 119 |
| Curricular Pattern | 74 |
| English | 121, 157 |
| English as a Second Language | 124, 157 |
| Enrollment, Limitations on | 4, 82 |
| Enrollment, Open | 3 |
| Evaluation of Credit | 5 |
| Expenses (see Fees) | |
| Extended Opportunity Programs and Services (EOPS) | 12 |
| Extenuating Circumstances Petition | 35 |
| F | |
| Faculty | 159 |
| Norco College | 161 |
| Faculty, Emeriti | 179 |
| Family Educational Rights and Privacy Act (FERPA) | 18, 170 |
| Fees | 7 |
| Final Examinations, Final Grades | 36 |
| Financial Services, Student | 12 |
| Federal Aid (FAFSA) | 13 |
| Federal Work Study | 14 |
| State Aid | 13 |
| Student Loans | 14 |
| Scholarships | 15 |
| Fine and Applied Arts Degree | 30 |
| Food Services | 16 |
| Foreign Students (see International Student Center) | |
| Foundation | 169 |
| French | 126 |
| Full-time Status | 4 |
| Functions | 168 |

| | |
|---|------------------------|
| G | |
| Game Development (see Simulation and Game Development) | |
| General Business (see Business Administration) | |
| General Education Requirements for Transfer | .43 |
| General Education Requirements | .33 |
| General Education Student Learning Outcomes | .28 |
| Geography | .127 |
| Goals, Institutional | .2, 168 |
| Government, Student | .19 |
| Grade Change | .35 |
| Grade Point Requirement | .29 |
| Grading System | .35 |
| Graduation, Petition for | .34 |
| Grievance Procedure | .22 |
| Guidance | .128, 157 |
| H | |
| Harassment and Retaliation Policy | .173 |
| Health Fee | .7 |
| Health Requirements | .5 |
| Health Science | .128 |
| Health Services | .16 |
| High School Articulated Courses | .54 |
| High School Students | .3 |
| History | .128 |
| History and Development of the District | .169 |
| Holds | .8 |
| Honors at Graduation, Scholastic | .34 |
| Honors Program | .16 |
| Humanities | .129 |
| Humanities, Philosophy, and Arts Degree | .30 |
| I | |
| Independent Colleges and Universities Admission Requirements | .45 |
| Information Center | .17 |
| Interdisciplinary Studies | .131, 158 |
| International Education (Study Abroad Program) | .17 |
| International Students | .8, 17 |
| Intersegmental General Education Transfer Curriculum (IGETC) | .45, 51 |
| J | |
| Japanese | .131 |
| Job Placement Services | .11 |
| Journalism | .132 |
| K | |
| Kinesiology | .133 |
| Kinesiology, Health and Wellness | .31 |
| L | |
| Learning Skills Courses (see Reading) | |
| Library (academic courses) | .136 |
| Library/Learning Resource Center | .7, 17 |
| Logistics Management Curricular Pattern | .65, 75 |
| M | |
| Machine Shop Technology | .136 |
| Management (also see Business Administration) | .137 |
| Manual Communications (see American Sign Language) | |
| Manufacturing Technology | .138 |
| Curricular Pattern | .76 |
| Map of Campus | .iv |
| Marketing (also see Business Administration) | .140 |
| Math and Science Degree | .32 |
| Mathematics | .140 |
| Matriculation | .5 |
| Memberships, District | .169 |
| Microbiology | .142 |
| Military Credit | .41 |
| Military Personnel/Family Members | .8 |
| Mission Statement | |
| College | .2 |
| District | .168 |
| Music (The Arts) | .11 |
| Music | .142 |
| Music, Commercial (see Commercial Music) | |
| Musical Performance | .143 |
| N | |
| Native American Studies | .145 |
| Non-Credit Courses | .157 |
| Non-Degree Credit | .82 |
| Non-Discrimination and Prohibition of Harassment and Retaliation | .173 |
| Non-Resident Tuition and Fees | .7 |
| O | |
| Occupational Programs (see Career and Technical Education) | |
| Office Administration (see Computer Applications and Office Technology) | |
| Open Campus | .170 |
| Organizations and Clubs | .18 |
| Orientation | .5 |
| P | |
| Parking | .7 |
| Pass/No Pass | .35 |
| Petition for Graduation | .34 |
| Philosophy | .145 |
| Phone Listing | .166 |
| Photography | .146 |
| Physical Education (see Kinesiology) | |
| Physical Science | .146 |
| Physics | .146 |
| Physiology and Anatomy (see Anatomy and Physiology) | |
| Police Science (see Administration of Justice) | |
| Political Science | .147 |
| Prerequisites | .4, 6, 10, 82 |
| Privacy Act | .170 |
| Probation and Dismissal | .19 |
| Program Length | .3 |
| Psychology | .148 |
| Public Affairs (see Strategic Communications and Relations) | |
| Publications | .18, inside back cover |
| R | |
| Reading | .149, 158 |
| Real Estate (also see Business Administration) | .149 |
| Refunds | .7, 8 |
| Registration | .3 |
| Remedial Limitations | .4 |
| Repeat Policy | .171 |
| Repetition, Course | .82 |
| Requirements for College Transfer | .43 |
| Reserve Officer Training Corps | .170 |
| Residence Requirement for Degree | .28 |
| Residency Requirements | .7 |
| Retail Management/WAFC Curricular Pattern | .77 |
| Rights and Responsibilities, Student | .6 |
| S | |
| Scholarship, Standards of | .19 |
| Scholarships, Student | .15 |
| Simulation and Game Development | .150 |
| Curricular Pattern | .77 |
| Smoking Policy | .18 |
| Social and Behavioral Studies Degree | .32 |
| Social Events | .18 |
| Sociology | |
| Associate in Arts for Transfer | .47 |
| Courses | .153 |

Spanish154
 Special Supportive Services170
 Specialized Training56
 Speech Communication (see Communications Studies)
 Standards of Conduct20
 Stenographer Courses (see Computer Applications and Office Technology)
 Strategic Communications and Relations169
 Student Educational Plan6
 Student Employment Services19
 Student Financial Services12
 Student Government19
 Student Activities Office18
 Student Support Services Programs (SSS)25
 Student Support Services Programs (TRiO)25
 Study Abroad Program (see International Education)17
 Subject Examinations40
 Supervision (see Management)
 Supply Chain Technology155

T

Table of Contents i
 Theater Arts155
 Transcripts8
 Transfer Center25
 Transfer Requirements43
 Transportation Fee7
 Tutorial Services25

U

University of California (UC) Admission Requirements45

V

Veterans Assistance26
 Veterans Fees – Personnel/Family8
 Veterans Military Credit41
 Vision and Values
 College2
 District168



RIVERSIDE COMMUNITY COLLEGE DISTRICT
1533 Spruce Street
Riverside, CA 92507
(951) 222-8000



The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College District
Name of School

1533 Spruce Street, Riverside, CA 92507
Address

June 2012
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Ray Maghroori

.....
Provost/Vice Chancellor of Educational Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

College Catalog June
Fall Semester Schedule July
Winter Intersession Schedule November
Spring Semester Schedule December
Summer Semester Schedule April
Faculty Survival Guide Published annually
Student Handbook Published annually

For information about college publications, please contact:

Strategic Communications and Relations
Riverside Community College District
1533 Spruce Street
Riverside, California 92507
(951) 222-8857

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2012-2013



Norco College
2001 Third Street
Norco, California 92860-2600
(951) 372-7000
www.norcocollege.edu



Agenda Item (IX-B-2)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Administrative Reports (IX-B-2) |
| Subject | 2012-2013 Moreno Valley College Catalog |
| College/District | Moreno Valley |
| Funding | N/A |
| Recommended Action | It is recommended that the Board of Trustees approve the 2012-2013 Moreno Valley College catalog as submitted. |

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2011-12 academic year.

Prepared By: Tom Harris, Acting President, Moreno Valley College
Ray Maghroori, Provost/Vice Chancellor, Educational Services

Attachments:

[Moreno Valley College Catalog 2012-2013](#)

MORENO VALLEY COLLEGE



2012-2013 CATALOG

RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

**Dr. Gregory W. Gray, Chancellor
Riverside Community College District**

•

**Dr. Sandra Mayo
President, Moreno Valley College**

BOARD OF TRUSTEES

| | |
|-------------------------------|-------------------------|
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All information contained in the 2012-13 Catalog is current as of February 2012. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate or allow harassment of any student or employee on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA coordinator, who is Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. Telephone number: (951) 222-8039.

Available in alternative formats.

TABLE OF CONTENTS

| | |
|--|---|
| <p>BOARD OF TRUSTEES Inside Front Cover</p> <p>COLLEGE ADMINISTRATION v</p> <p>ACADEMIC CALENDAR vi</p> <p>GENERAL INFORMATION 1</p> <p>Mission Statement 2</p> <p>Vision, Values and Goals 2</p> <p>Academic Freedom 2</p> <p>Academic Year 3</p> <p>Accreditation 3</p> <p>Who May Attend 3</p> <p>Admission and Registration of Students 3</p> <p>Limitations on Enrollment 4</p> <p>Matriculation 5</p> <p>Fees/Residency Requirements 7</p> <p>Transcripts 8</p> <p>Refunds 8</p> <p>STUDENT INFORMATION 9</p> <p>Academic Appeals by Students 10</p> <p>Academic Honesty 10</p> <p>Academic Renewal 10</p> <p>The Arts 10</p> <p>Athletics 11</p> <p>College Bookstore 11</p> <p>Career Center and Transfer Center 11</p> <p>Counseling Center 11</p> <p>Disabled Student Services 11</p> <p>Discipline 12</p> <p>Employment Placement 12</p> <p>Extended Opportunity Program and Services 12</p> <p>Student Financial Services 13</p> <p>Food Services 16</p> <p>Health Services 16</p> <p>Honors Program 17</p> <p>International Education/Study Abroad 17</p> <p>International Student Center 17</p> <p>Library/Learning Resources 17</p> <p>Student Services/Clubs and Organizations 18</p> <p>Standards of Scholarship: Probation and Dismissal 18</p> <p>Standards of Student Conduct 19</p> <p>Student Employment Services 24</p> <p>Teacher Preparation and Education Programs 24</p> <p>Tutorial Services 24</p> <p>Veterans Assistance 25</p> <p>Workforce Preparation 25</p> | <p>GRADUATION REQUIREMENTS 27</p> <p>Associate Degree 28</p> <p>General Education Student Learning Outcomes 28</p> <p>Graduation Requirements for the Associate Degree 28</p> <p>Scholastic Honors at Commencement 35</p> <p>Dean’s List 35</p> <p>Grading System 35</p> <p>Advanced Placement 36</p> <p>Credit by Examination 39</p> <p>REQUIREMENTS FOR COLLEGE TRANSFER 43</p> <p>Requirements for Transfer 45</p> <p>Associate Degrees for Transfer 46</p> <p>California State University General Education (CSUGE) 47</p> <p>Intersegmental General Education Transfer Curriculum (IGETC) 51</p> <p>CURRICULAR PATTERNS 53</p> <p>Workshop Courses 54</p> <p>Work Experience Education 54</p> <p>High School Articulated Courses 54</p> <p>Associate of Science Degrees/College Certificates 57</p> <p>Associate Degree and Certificate Patterns 62</p> <p>COURSE DESCRIPTIONS 79</p> <p>Credit Courses 81</p> <p>Non-Credit Courses 169</p> <p>FACULTY 171</p> <p>Moreno Valley College Faculty Listing 173</p> <p>DISTRICT 177</p> <p>Phone Listing 178</p> <p>Administration 179</p> <p>Mission Statement 180</p> <p>Vision, Values and Goals 180</p> <p>Functions 180</p> <p>History and Development 181</p> <p>District Memberships 181</p> <p>Strategic Communications and Relations 181</p> <p>RCCD Foundation 181</p> <p>Open Campus 182</p> <p>Reserve Officer Training Corps 182</p> <p>Family Educational Rights and Privacy Act 182</p> <p>Repeat Policy 183</p> <p>Commitment to Diversity, Non-Discrimination and Prohibition of Harassment and Retaliation Policies 185</p> <p>Academic Administration 190</p> <p>Faculty Emeriti 191</p> <p>INDEX 193</p> |
|--|---|

PRESIDENT'S MESSAGE

Welcome to Moreno Valley College! We are committed to the success of each student and to providing access to our outstanding higher education programs. We encourage you to explore and take advantage of the variety of learning opportunities offered here at Moreno Valley College and our Public Safety Education and Training/Ben Clark Training Center. Whether you would like to train for a new job, earn a college degree, transfer to a four-year college or university, upgrade your existing skills or explore educational opportunities, Moreno Valley College has courses and programs to meet your needs and interests.

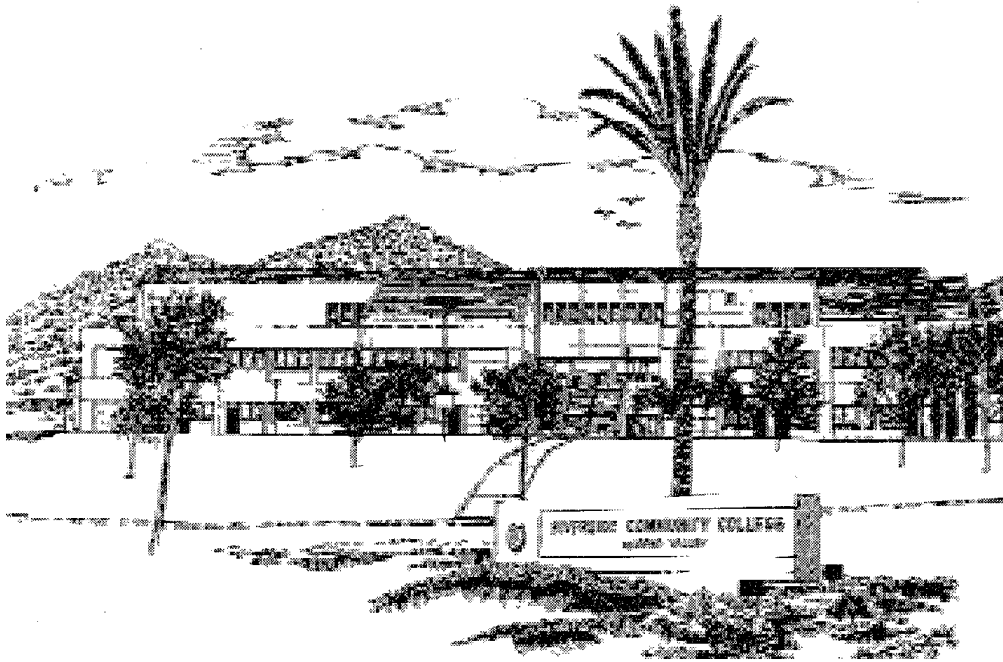


Our vast array of support services, including counseling, career planning, financial aid programs, and assistance for those with learning and/or physical disabilities, all support our students in achieving their goals. Moreno Valley College also offers on-campus child care, a health center, and many tutorial programs.

Students are our top priority at Moreno Valley College and on behalf of all faculty and staff, I wish you great success in your future education and career accomplishments.

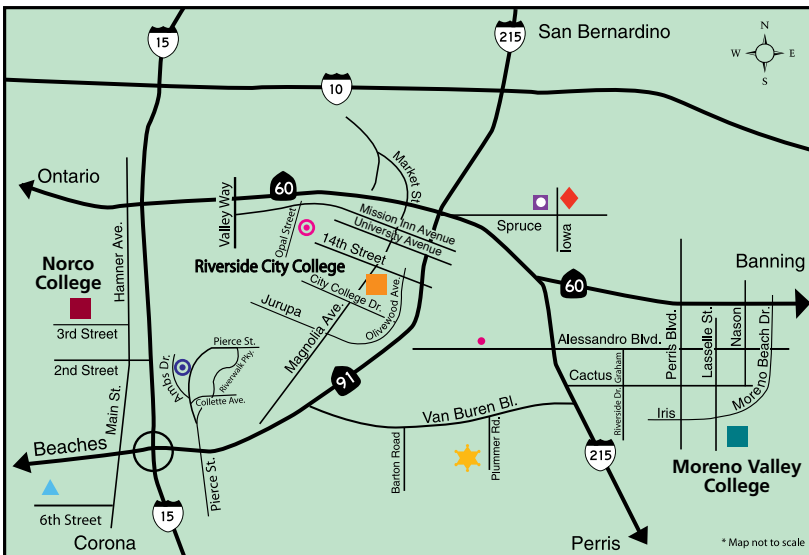
Sandra Mayo
President





RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

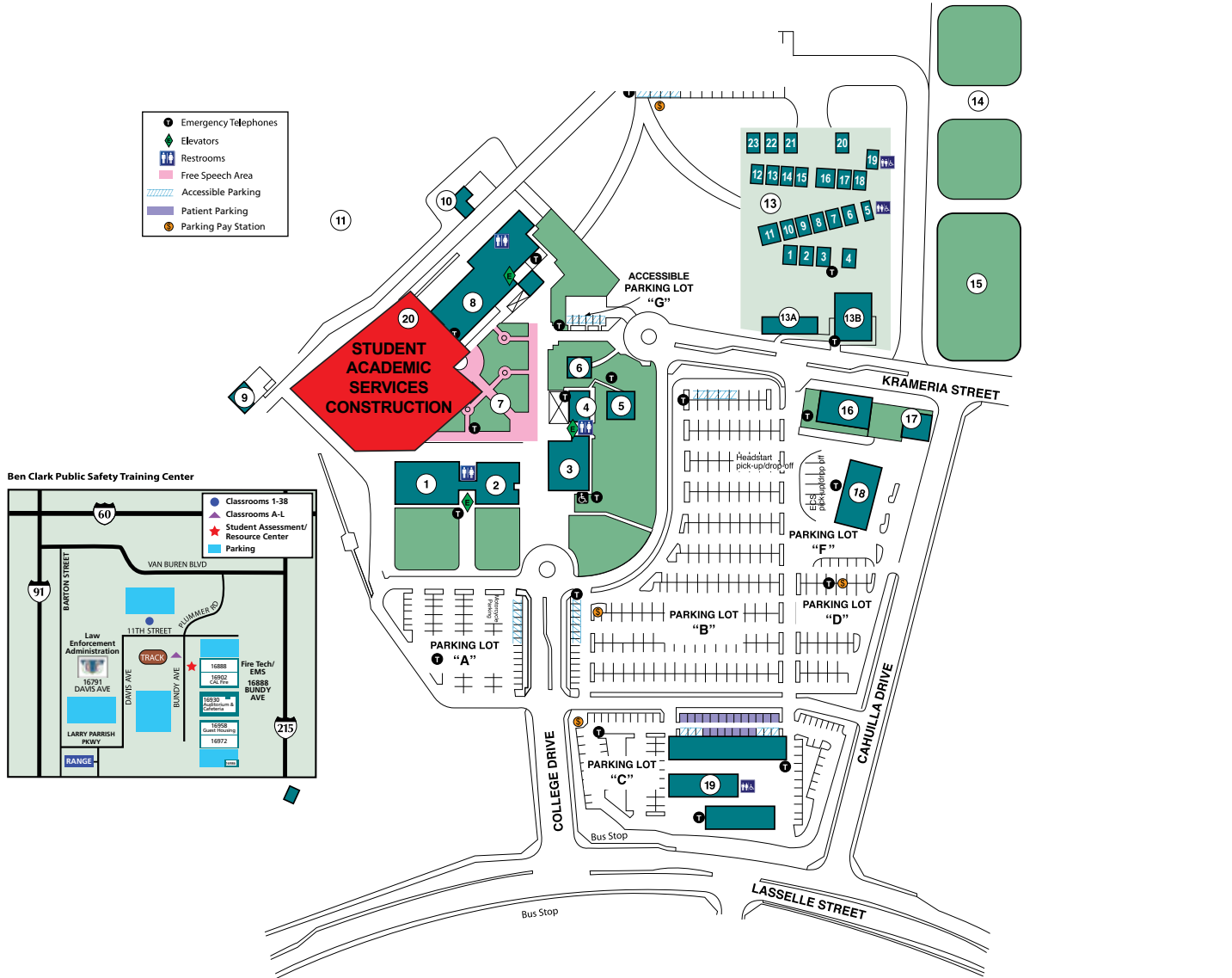
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 (951) 372-7000
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 16130 Lasselle Street
 Moreno Valley, CA 92551-2045
 (951) 571-6100
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 (951) 222-8039
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 1533 Spruce Street
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- ★ **Ben Clark Training Ctr.**
 3423 Davis Avenue
 Riverside, CA 92518
 (951) 486-2800
- ▲ **RCCD Economic Development**
 152 East Sixth Street
 Corona, CA 92879
 (951) 571-6474
- ◆ **Culinary Academy**
 1155 Spruce Street
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- **Rubidoux Annex**
 4250 Opal Street
 Riverside, CA 92509
 (951) 328-3881
- **Stokoe Annex**
 4501 Amb's Drive
 Riverside, CA 92505
 (951) 222-8729

* Map not to scale

MORENO VALLEY COLLEGE



- 1. LIBRARY**
Dean, Technology & Instructional Support Services
IMC Office
KRCC TV, Channel 17
Middle College High School Office
Tutorial Services
Vice President, Student Services
- 2. STUDENT SERVICES**
Admissions
Assessment Center
Career and Transfer Center
Counseling Services
E.O.P.S./CARE
Student Financial Services
- 3. SCIENCE AND TECHNOLOGY**
Computer Lab
Disabled Student Program and Services
Science Labs
- 4. LIONS' DEN CAFE**
- 5. STUDENT ACTIVITIES CENTER**
ASMVC Student Government
- 6. BOOKSTORE**
- 7. JOHN M. COUDURES, JR. PLAZA**
- 8. HUMANITIES**

- Dean of Instruction
Academic Departments:
 - Mathematics, Sciences, and Kinesiology
 - Communications
 - Humanities and Social Sciences
 - Business and Information Technology Systems
- Writing and Reading Center
Language Lab
Math Lab
Workforce Prep
- 9. PHASE I MECHANICAL BUILDING**
- 10. PHASE II MECHANICAL BUILDING**
- 11. EDMUND C. JAEGER DESERT INSTITUTE**
- 12. CROSS COUNTRY TRACK**
- 13. PARKSIDE COMPLEX (PSC)**
 - 1-2 Faculty Offices
 - 3-4 Classrooms
 - 5 Restrooms
 - 6 Health Services
 - 7-10 Classrooms
 - 11 Center for Professional Development
 - 12 Classroom

- 14B Health Sciences Student Resource Center
- 15 Health Science Programs/Faculty Offices
- 16-18 Classrooms
- 19 Restrooms
- 20 Classroom
- 21 Physician Assistant Program
- 22-23 Classrooms
- 13A. PSC WAREHOUSE**
Campus Police
Facilities Office
Mailroom
- 13B. PSC MULTIPURPOSE BUILDING**
- 14. SPORTS FIELDS**
- 15. COLLEGE PARK**
- 16. ADMINISTRATION ANNEX**
President and Vice President offices
- 17. HEADSTART**
- 18. EARLY CHILDHOOD EDUCATION CENTER**
- 19. DENTAL EDUCATION CENTER**
- 20. STUDENT ACADEMIC SERVICES (Under Construction)**

MORENO VALLEY COLLEGE

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Vice President, Academic Affairs

Dr. Greg R. Sandoval
Vice President, Student Services

Mr. David Bobbitt
Interim Vice President, Business Services

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Dean, Public Safety Education and Training

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Ms. Maureen Chavez
Associate Dean, Grants and College Support Programs

Ms. Jamie Clifton
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Ms. Susan Tarcon
Director, Health Services

Mr. Dale Barajas
Director, Plant/Operations and Maintenance

Dr. Travis Gibbs
President, Academic Senate

Ms. Natalie Hannum
Chair, Curriculum Committee



Riverside Community College District

2012-2013 ACADEMIC CALENDAR

| June 2012 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| January 2013 | | | | | | |
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| February 2013 | | | | | | |
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- Required Day for New Faculty - August 21
- Summer Session 2012
June 18 - July 29 (6 weeks)
- Required FLEX Day
College - 1/2 day AM August 23
District/Discipline - 1/2 day AM February 8
- Fall 2012
August 27 - December 14
Weekend Classes - September 1 - December 9
- Optional FLEX Day
August 23 & February 8 - 1/2 days PM
August 24
- Winter Intercession 2013 (6 weeks)
January 2 - February 10
Weekend Classes - January 5 - February 10
- Part-time Faculty Orientation to be arranged by college
- Spring 2013
February 11 - June 7
Weekend Classes - February 23 - June 2
- Legal Holiday/Day of Observance
- Commencement (June 7)
- Final Exams
- Classes not in Session

For final exam schedule, please refer to the Class Schedule.

Graduation: June 7, 2013

The application deadline to walk in the Commencement Ceremony is April 1, 2013



Section I
GENERAL INFORMATION



MISSION

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Lifelong learning opportunities are provided, especially in health and public service preparation.

VISION

Moreno Valley College is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

RECOGNITION OF OUR HERITAGE OF EXCELLENCE

We embrace Moreno Valley College's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

PASSION FOR LEARNING

We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

RESPECT FOR COLLEGIALITY

We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

APPRECIATION OF DIVERSITY

We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

DEDICATION TO INTEGRITY

We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

COMMITMENT TO COMMUNITY BUILDING

We believe Moreno Valley College is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

COMMITMENT TO ACCOUNTABILITY

We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

GOALS

Strengthen and expand Moreno Valley College Academic Programs to increase student success and achieve state and national prominence

to general education, allied health, public safety programs, and precollegiate education.

Develop and expand effective Student Services Programs that will increase student access, retention, and completion.

Provide more opportunities to students, faculty, staff, and community to participate in life-long learning experiences.

Ensure sufficient revenue stream that will support and sustain Moreno Valley College's Academic, Student Services, and Business Services programs.

Improve the utilization of technological resources and develop the infrastructure necessary to advance technological innovations that will support academic, student services, and business services divisions.

Provide resources and opportunities to faculty and staff in order to enhance professional skills.

Renovate and expand existing facilities and construct new facilities to accommodate Moreno Valley College needs.

Provide support to achieve the full implementation (identification, assessment, and improvement) of student learning outcomes for courses, programs, and the institution by 2012.

ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

"The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject."

"Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community

imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2012-2013 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

ACCREDITATION

Riverside Community College District includes Riverside City College, Moreno Valley College, and Norco College which are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC). Moreno Valley College is accredited by the ACCJC, 10 Commercial Blvd. Suite 204, Novato, CA 94949, 415-506-0234, an institutional accrediting body recognized by the Council For Higher Education Accreditation and the U.S. Department of Education.

Moreno Valley College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

PROGRAM LENGTH

Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND

Individuals who meet any one of the following criteria are eligible to attend the three colleges of Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students who are admitted to the district's middle or early high school college programs or
- Are international students who have satisfied specific international student admissions requirements

Admission to the colleges of Riverside Community College District is regulated by state law as prescribed in the California Education Code.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to

enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

High School/Concurrent Enrollment

Due to the heavy demand for classes by college students, high school concurrent enrollment has been temporarily suspended with the exception of high school students who are part of RCCD's recognized Early College or Middle College High School programs. Those students should follow the guidelines outlined by their program. Please check the website www.rccd.edu for updates.

ADMISSION AND REGISTRATION OF STUDENTS

Admission Application

Students need to apply if:

- They have never been a student at any of the Riverside Community College District colleges.
- They have not been in attendance at any RCCD college for at least one major term (fall or spring only).
- They submitted an application for a future term and wish to attend a current one.

Beginning with the fall 2012 term, students will not need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

Online applications can be submitted any time at www.mvc.edu and take approximately 24 hours to process (weekends and holidays excepted). The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term. Computers and assistance are available in the Admissions lobby.

Schedule of Classes

The Schedule of Classes is available at www.mvc.edu. Open classes can also be viewed on WebAdvisor at www.mvc.edu.

Registration

Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.mvc.edu approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, online Orientation Counseling. Refer to the section on Matriculation: “Are You Exempt From Matriculation?” Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

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.mvc.edu/schedule.cfm or fees at www.mvc.edu/services/ar/fees.cfm for payment and refund deadlines. My Account Summary can be viewed or printed on WebAdvisor.

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available the student is automatically added and his/her account charged with

enrollment and other required fees. Changes in Waitlist status are emailed to the student's college email address and are posted to the student's WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

Procedure for Adding and Dropping Classes

Once a class has begun, a student may only add a class with the instructor's permission. Students can then add classes through WebAdvisor at www.mvc.edu or in person at Admissions and Records with an authorization code obtained from the instructor. Authorization codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor prior to the drop deadlines. If there is a hold restricting use of the web, the student may bring a completed ADD/DROP card to the Admissions counter at any college and drop classes there. Deadlines to add, drop, and receive a refund are available on WebAdvisor. It is the student's responsibility to drop a class he/she no longer attends.

Units for Full -Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring terms and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

Attendance

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.

**For information on auditing classes,
see the Graduation Requirements section.**

LIMITATIONS ON ENROLLMENT

Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions to Remedial Limitations

All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Prerequisite

When a course has a **prerequisite**, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHE-1A). Completion of the prerequisite is required **prior** to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52), you will be allowed to register for the succeeding class (i.e. Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

Corequisite

When a course has a **corequisite**, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the **schedule of classes and the current college catalog**. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory

When a course has an **advisory**, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at any RCCD college or other institutions and wish to obtain a Riverside City College, Moreno Valley, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a “Student Request for Official Evaluation” form. These forms are available in the counseling department. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations Office once all official transcripts (ones that are received by RCCD directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the physical education department about sports physicals. Student-Parents of the children in the Child Development Center must have a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, TOPV.

MATRICULATION

The matriculation program at the Moreno Valley College is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Assessment, Orientation and Counseling prior to registering for classes.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because Moreno Valley College uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call: (951) 571-6138 or TDD (951) 571-6140.

Most new students are required to take an assessment test upon initial entry into Moreno Valley College and before Counseling appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and the PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (Consult a counselor).

RCCD placement tests are available by appointment only. Appointments may be made by phone at (951) 571-6492 or online at <http://www.mvc.edu/services/assessment/appointments.cfm>. An appointment is required for testing. Limited testing is also available at the Ben Clark Training Center (Accuplacer only). Hours of operation are posted outside each Assessment Center and are available online. Students can call to confirm hours of service and make appointments: (951) 571-6492.

Students are required to present photo identification in order to test; A state or federal issued driver’s license or ID is preferred, but

passports and high school ID are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center. Friends and family (including minors) who are not testing cannot remain in the room.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at Moreno Valley College. The student’s Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at the Assessment Center. Evaluations and processing takes from one to five working days.

Assessment tests are meant to be a one-time only assessment of a student’s skills and abilities upon initial entry into the college. Retesting is available under certain circumstances – consult a Counselor or visit the Assessment Web site at <http://www.mvc.edu/assessment>. **Please Note: Once the student has begun the course sequence, retesting is not an option .**

Extensive information on assessment testing, test preparation, details of all tests available, sample questions, and hours of operation are available at <http://www.mvc.edu/assessment>.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 60A or 60B) during their first or second semester of enrollment. Students who do not meet Riverside Community College District’s reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for success as more and more college courses put increasing emphasis on the ability to read at a college level and to write clear, correct English.

Orientation/Counseling

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Moreno Valley College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Student will be able access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session please log on to your WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. If you have any further question please call (951) 571-6104 or stop by the Counseling department. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCCD.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other colleges must request to have official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or a Student Educational Plan.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their Student Educational Plans (S.E.P.).

**Are You Exempt From
Matriculation Pre-Enrollment Requirements?**

The following board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
- Advance in current career/job
 - Maintain certificate/license
 - Educational development
 - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

Follow-Up

Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Students Rights and Responsibilities

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time only with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. “Official” is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:

- After 12 months has passed from previous tests or
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student’s abilities or
- After proof of appropriate academic intervention has occurred.

Please Note: Once the student has begun the course sequence, retesting is not an option.

It is the student’s responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal. If you have questions regarding the matriculation process, please contact the Counseling office at Moreno Valley (951) 571-6104.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.*

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. There may be a desire to broaden his or her knowledge as a foundation

for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled "Curricular Patterns." The student is also invited to discuss personal goals with a college counselor.

FEES/RESIDENCY REQUIREMENTS

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Enrollment Fees-California Residents

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

Residency determination is made as of the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

The enrollment fee for California residents is set per state legislation.

Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay non-resident tuition in addition to the resident enrollment fees.

Out-of-country non-residents also pay a processing fee and a non-refundable per unit surcharge; they are also required to buy health insurance.

AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Moreno Valley College if he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

Health Fee

Every student is required to pay a health services fee per Title 5 state regulations. Students who rely on faith healing, or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admission and Records office. Students who qualify for a Board of Governor's Waiver (BOGW) must pay the health fee.

Parking

Parking permits can be purchased on WebAdvisor at www.mvc.edu, price includes shipping and handling. To waive shipping and handling, permits must be ordered on a campus computer and paid for at the cashier's office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

Transportation Fee

Fee provides free transportation on RTA fixed routes for students with Riverside City College and Moreno Valley College photo ID cards. Fees vary according to full-time or part-time status.

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Library/Learning Resource Center Fees

Overdue fines:

General Collection – Overdue fines will be levied at 20 cents per day per item.

Hourly Reserves – Overdue fines will be levied at \$1.00 per hour per item.

Replacement bills:

If materials are not returned, they are declared "lost." A bill will be issued for each lost item which will include: 1.) The actual replacement cost of the item or \$25.00 for out of print materials; 2.) A processing fee of \$10.00; and 3.) Any overdue fines (the maximum overdue fine is \$20.00).

Refunds:

If the item is returned after the bill is issued (within 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

Library card fees:

Community members who are 16 years or older may purchase a library card for \$5.00 per session upon proof of District residency (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 MVC bookstore offers many choices for students to purchase their books such as a rental program, many digital options, 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.

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 along with your store receipt. The book must be in the same condition that you purchased it in. All returns/exchanges require an original receipt. The bookstore will also buy back textbooks from students. Bring the textbooks to the store along with student identification in order to determine their value. The best time to sell back your textbooks is during finals week.

Other Charges

An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

RCCD TRANSCRIPTS

The RCCD transcript includes only coursework completed at a college in the Riverside Community College District. Official student transcripts may be requested on Web Advisor at www.mvc.edu, and in the Transcript office at the Student Service office.

The first two official transcripts are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript. Transcripts are mailed with first class postage. Unofficial transcripts are available free on WebAdvisor.

Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Moreno Valley College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Moreno Valley College. See *Section III Graduation Requirements* in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate Degree; and for certificate programs. About 300 students from 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES

Moreno Valley College shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. See "My Class Schedule" on WebAdvisor at www.mvc.edu for refund deadlines.

Holds on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

Moreno Valley College exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition.

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Department of Veterans Affairs for more information.

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES



Section II

STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5520 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter as delineated in the student handbook. Upon receipt of the committee's recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found on page 19 and in the Student Handbook.

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

ACADEMIC RENEWAL

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.mvc.edu/forms.cfm. The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.

2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.

3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.

4. A student may be granted academic renewal only once.

Academic renewal procedures shall not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Moreno Valley College Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at the City College, and the Student Services offices at the Moreno Valley and Norco Colleges. For information on challenge procedures, see page 6.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

THE ARTS

ART

The visual arts at the Moreno Valley College plays a significant role in students' lives. Painting, drawing, design, computer and animation students have access to outstanding faculty and opportunities.

DANCE

The Moreno Valley College provides a sampling of classes and activities that meet the needs of dance students as well as the recreational dancer.

MUSIC

The Moreno Valley College provides classes that meet general education requirements for transferring students and music activities courses. The Moreno Valley College Gospel Singers have toured locally and world-wide.

ATHLETICS

Physical activity and academic courses are available at Moreno Valley College. Both Cross Country teams practice at the college.

COLLEGE BOOKSTORE

Students are able to order their textbooks when registering thru Web Advisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at www.mvc.edu/bookstore such as:

- **Rentals-** Over 50% (and growing) of our titles are available to rent which means the students will save 50% off the new textbook price. Students can highlight and take notes in the book. The books are due back when the student has completed finals. Students will need a valid debit card or credit card to secure the rental.
- **Used-** save 25% of the new textbook price.
- **E-textbooks-** save up to 60% by buying or renting a digital book. This is an instant download from our website www.mvc.edu/bookstore. Download the free etextbooks application for PC and MAC at www.nookstudy.com/college.
- **New-** A fresh new start to the new semester- prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go. The store also has a lap top program and carries all Nook devices.

Return policy

The MVC bookstore will gladly accept MasterCard, Visa, American Express, Discover, ATM debit cards and Barnes & Noble gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have the original receipt and the book must be in the same condition that it was purchased in. Visit the website www.mvc.edu/bookstore for the complete return policy.

CAREER AND TRANSFER CENTER

The MVC Career and Transfer Center is firmly committed to assisting students in being successful and achieving their academic and career goals.

SERVICES:

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- MVC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- Computer access to utilize internet resources, complete college/university applications, and view college/university information online
- Transfer Workshops focusing on the UC/CSU application process, the UC Personal Statement (Essay), Financial Aid for transfer students, and Steps to Becoming a Teacher (K-12)
- Transfer Fairs are coordinated by the Transfer Center every

Fall and Spring term where over 35 university representatives visit our College to speak to students and to answer questions.

- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and transferred to a four-year college/university.

RESOURCES:

- Resource library that includes college and college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper based and on-line resources that assist students in understanding how course credits at Riverside Community College can be applied when transferred to a four-year college/university, or vice versa.
- Guides and handbooks providing information on financial aid and scholarships
- Internet access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer center

INTERNET ACCESS:

MVC Transfer and Career Center: www.mvc.edu/services/etc

ASSIST: <http://www.assist.org/web-assist/welcome.html>

For more information please call: (951) 571-6205

COUNSELING CENTER

The Moreno Valley Counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center. Counseling hours vary by term and College. Appointments can be made by calling (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES

The Office of Disabled Student Programs and Services (DSP&S), located in Science and Technology 150, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. This office facilitates and encourages academic achievement, independence, self-advocacy

and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities).

Services are available to students with:

Physical Disabilities:

Acquired Brain Injury
Amputations
Arthritis
Cerebral Palsy
Multiple Sclerosis
Muscular Dystrophy
Orthopedic Disabilities
Post-Polio Disabilities

Learning Disabilities:

Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments:

Cardiac Disease
Diabetes
Epilepsy
Psychological Disabilities

Communicative Disabilities:

Deaf
Hearing Impaired
Speech Impaired
Respiratory Disease

Temporary Disabilities:

Broken Bones
Post Operative Recovery
Other

Support Services Available Include:

Adaptive Physical Education
Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)
Counseling
High Tech Center (Adaptive computer equipment) and assistive devices
Interpreters/RTC for the Deaf
Individual tutoring
Liaison with other agencies
Mobility assistance
Note-taking services
Priority Registration
Test Facilitation

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: (951) 571-6138 and TDD (951) 222-8061.

Moreno Valley College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance. See pages 185-189 for additional information.

DISCIPLINE

It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the college catalog and at the website www.rccd.edu.

EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers, early and middle college programs at each of its three Colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD College in their region. There are two programs at Moreno Valley College: the MVC Middle College Program, and the Nuview Bridge Early College High School.

EMPLOYMENT PLACEMENT

The mission of Employment Placement is to provide encouragement, guidance and placement services to students entering the occupational development stage of their career development process. Students who need or want employment preparation assistance to enter a career in a diverse and changing economy can receive employment preparation and job placement. Employment Placement services focuses on entering a career field related with specific Career & Technical Education programs. Contact the Employment Placement office to learn more about career pathways available to you through your Career & Technical Education program. For more information, visit the Employment Placement link on the Moreno Valley College website or call today at (951) 571-6207.

Step-By-Step

- Go to the Moreno Valley College Website: www.mvc.edu
- Under the Gateways section on right side of main page, CLICK **Department/Services**
- Under DEPARTMENT & STUDENT SERVICES, CLICK **Student Services**
- Then CLICK **Employment Placement**

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the Moreno Valley College EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority Registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for EOPS, a student must:

1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 of Title 5);
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor's Waiver under either Method A or B;
5. be educationally disadvantaged:
 - a. not qualify for degree-applicable English or Math course

or

- b. did not graduate from high school or
- c. high school GPA below 2.5 or
- d. previous enrollment in remedial education

Call for additional information: (951) 571-6253.

Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to **INDEPENDENCE**.

To be eligible a student must:

1. be an eligible full-time EOPS student with 2.0 GPA (good standing);
2. be a single parent/head of household;
3. Student must be 18 years of age or older;
4. Must be a AFDC/CalWORKs recipient;
5. Have a child under the age of fourteen years of age;
6. Have the desire to continue their education and become self-sufficient.

CARE Services are supplemental to EOPS services and MAY include:

- Personal, Academic and Career Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops

For additional information: (951) 571-6253.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) Department at Moreno Valley College (MVC) strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department will educate staff regarding new policies and procedures through on and off campus trainings and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at <http://www.mvc.edu/sfs> under workshops. The FAFSA application must be completed for each academic year. The MVC Title IV code of 041735 must be listed on your FAFSA record(s) in order for our department to receive your application. If you are a Riverside City College or 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 MVC. You must have an RCCD Admissions application on file in order for your FAFSA to be received. Once you have completed your RCCD Admissions application online at www.mvc.edu, you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at www.mvc.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 Web Advisor under "required documents by year" once you have received your email. Forms are available on our website at <http://www.mvc.edu/sfs> under forms and can be turned in at the SFS office at your home college.

*New: If you are considered a dependent student and cannot provide your parents' information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents' information and are not able to, please visit the SFS office at your home college and ask to speak to staff regarding a Petition for Independent Status (Dependency Override).

Effective Summer 2011 all Financial Aid disbursements will be deposited onto a debit card. The card will be a Sallie Mae debit card and all your disbursements for financial aid will be placed on that card. To receive your disbursements, if eligible; you **MUST** sign up **NOW** for a Sallie Mae Debit Card. Go to www.mvc.edu/sfs to sign up **NOW!** The Sallie Mae debit card is used like a regular debit card. This card can be used to make a transaction, to withdraw cash, and more.

- **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 MVC School code #041735 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.
 - o If you are not a California resident, you may be eligible to apply for:
 - a non-resident tuition exemption through the AB 540

program if you meet specific requirements and are an undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online.

- a non-resident tuition deferment if you are eligible for financial aid. This deferment to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of a Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at www.mvc.edu/sfs.
- **Federal Pell Grant** (up to \$5550 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than ½ time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on Web Advisor. The award letter on Web Advisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1000 for the academic year at MVC and is subject to change) is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend MVC, 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 MVC 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 MVC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for CHAFEE grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office (please check their website for hours and locations). The deadline to submit this application is June 15th. A FAFSA application is required for MVC to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Federal Work Study** (earn up to \$4000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the MVC school code #041735. To apply for a FWS position, you must have completed your financial aid file. To view available jobs

or for more information on FWS, please view the Student Financial Services website at www.mvc.edu for the link to student employment job listings.

- **Federal Direct Loan Program** - Moreno Valley College (MVC) participates in the Federal Direct Loan Program. At MVC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

MVC does not recommend borrowing more than \$10,000 at the Community College level (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

- Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at MVC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "Direct Loan Request Form" to the Moreno Valley College SFS office.
- Students must also have a current Student Educational Plan (SEP) on file with MVC 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.mvc.edu/sfs for a full list of requirements for applying for a student loan at MVC.
- 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 MVC. 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 MVC. 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

Moreno Valley College offers scholarships through its RCCD Foundation office and 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 is available on our website early in the fall semester at www.mvc.edu/sfs. Scholarship information workshops are held at Moreno Valley 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 MVC 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 MVC during the academic year after they graduate from high school. Information is available at www.mvc.edu/sfs in January and February of each year and also at each high school within the Moreno Valley 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 college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the MVC high school zone and also at www.mvc.edu/sfs in January and February of each year.

Scholarships are also available from sources outside of MVC. There are many resources and opportunities for students to find scholarships to use while attending MVC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships MVC has been notified of is available at online at www.mvc.edu/sfs 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 MVC, you may use your scholarship to pay for tuition and fees, set up a bookstore account at any college bookstore, or request to be reimbursed for tuition, fees, and books already paid for or purchased. Follow the donor's directions on how to have your scholarship funds sent to MVC. When outside scholarship funds are received at MVC, the student is notified by mail and sent a Scholarship Action Form along with deadlines established in order to use the scholarship funds at MVC.

STUDENT FINANCIAL SERVICES COUNSELING

The SFS counseling services are available through the SFS office at the Moreno Valley College.

Academic counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting satisfactory academic progress standards
- Recommendations for improved progress.
- Processing financial aid appeals.

Computer Access

Computers are available in the SFS lobby to students receiving financial

assistance for the following:

- Complete the FAFSA online
- Research and apply for scholarships online
- Other financial aid web assistance

Responsibilities and Requirements

Moreno Valley College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit Changes**

Federal and State financial aid requires students to have one of the following **educational requirements** to be eligible for financial aid:

1. High School Diploma (a diploma, not a certificate of completion)
2. GED
3. Approved Home School Completion
4. Passed the California High School Proficiency Exam (CHSPE)**
5. Received a AA/AS degree from an accredited institution

Beginning July 1, 2012, student will have to have met one of the outlined educational requirements, or have previously met the ATB requirement to be eligible for financial aid.

If you are a current ATB student and you have previously met one of the 2 ATB requirements, you will continue to meet the educational requirements for financial aid and no further action is necessary. If you have not previously met one of the 2 ATB requirements and have not completed 6 degree applicable units by July 1, 2012, you will be required to meet one of the listed educational requirements to be considered for financial assistance at any college.

**For more information on the CHSPE, please visit: www.chspe.net.

- **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 MVC at (951) 571-6104.

- **Citizen or eligible non-citizen**

To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.

- **Return of Title IV funds**

If you receive federal or state financial assistance and you drop or fail to successfully complete your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds.)

- Students cannot receive financial assistance at two institutions at the same time. (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by your home college, if eligible.

- **Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal through the SFS Appeal process. For additional information regarding our SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at www.mvc.edu/sfs.

- **Contact Information**

Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via Web Advisor or in person at the Admissions and Records office. 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 MVC as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without your social security number on file.

- **Disbursement and Deadline Information**

Deadlines for turning in required documents are located on our Disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our Consumer Guide on our website at www.mvc.edu/sfs or pick a disbursement schedule up at the MVC office.

- Veterans: applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

You can find more information regarding Student Financial Services and access forms for download on our website at www.mvc.edu/sfs. If you have any questions, please contact us by e-mail at studentfinancialservices@mvc.edu.

Moreno Valley College
Riverside Community College District
Student Financial Services Office
"Building Dreams Together"

FOOD SERVICES

When school is in session, Food Services offers a variety of services. The Lions' Den offers hot and cold sandwiches, coffee, drinks, and microwave items. Hours of operation are:

Lions' Den:

| | |
|-------------|-----------|
| Mon – Thurs | 7am – 8pm |
| Friday | 7am – 1pm |
| Sat – Sun | Closed |

HEALTH SERVICES

The MVC Health Services office is located in PSC #6. The office is open Monday through Thursday 8:00 a.m. to 4:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m. Check our website at www.mvc.edu/services/hs for our summer hours.

Services include emergency care, first aid, health counseling, health

education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and referral to appropriate agencies and professionals in the community by a college nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All College accidents should be reported immediately to the Health Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Health Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

HONORS PROGRAM

Moreno Valley College offers an honors program which makes it possible for students to stretch themselves intellectually, actively work with fellow students and faculty in an environment that encourages them to improve their critical thinking, written and verbal communication skills to a university level, and to help them to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program is the enthusiastic learning environment created by Honors faculty and students, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.

To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for **or** completion of English 1A
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

To be eligible for the program, incoming high school students and all other 1st time college students need:

- 3.0 GPA
- Eligibility for **or** completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

Benefits

The Honors Program offers several benefits to students who successfully complete individual honors classes or the six honors classes required to complete the program:

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- Transfer agreements, including UCLA and UC Irvine.
- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- A community of dedicated, motivated students and faculty.
- The opportunity to present work at student research conferences.

For more information, contact: (951) 571-6244.

INFORMATION CENTER

If you have news or information you want to give out for free, bring a copy to the Student Activities Office and it will be displayed on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each College or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION / 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, MVC students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy, spring semester in the political and economic capital of China, and the home of the forbidden city, Beijing, as well as opportunities for academic study tours during the summer session in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Italy.

INTERNATIONAL STUDENT CENTER

The Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 250 students from 50 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

The Center also contributes to the international dimension of the Colleges by presenting resource speakers from the United States and abroad who address current world issues.

LIBRARY/LEARNING RESOURCE CENTER (LLRC)

To support the mission of the Moreno Valley College, the library provides access both on and off-campus to a wide range of books, multimedia collections, and electronic resources, including academic journals, magazines, newspapers, ebooks, and more. Visit the library online at www.mvc.edu/library.

Moreno Valley College Library

Monday – Thursday: 8:00 a.m. – 7:00 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

Closed Saturday and Sunday

Circulation Services: (951) 571 – 6111

Reference Desk: (951) 571 – 6447

The library provides research instruction, quiet study areas, and access

to printers, photocopies, media playback equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The MVC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5.00 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

SOCIAL EVENTS

An extensive program of activities is provided by the Moreno Valley Associated Students. A calendar of these events is maintained in the Student Activities building. New and exciting activities are always planned. Please stop by and find out how you can get involved.

ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

The Moreno Valley Associated Students sponsors many clubs/organizations. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASMVC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities Office. Contact the Moreno Valley College Student Activities Coordinator for more information: (951) 571-6149.

- Anime and Gaming Club
- Art Club
- Community Interpreting Club
- Cross-Country Cycling Club
- Dental Hygiene Services
- EMS
- Fashion Club
- Fire Technology Club
- Gospel Singers
- Human Services
- Indigenous Cultures of the Americas
- LGBTSA
- MCHS
- PA Student Society
- Puente Club
- Renaissance Scholars Club
- Spanish Club
- Spoken Word Club
- Students for Animal Welfare
- Students for Organ Donation
- Students for Christ

COLLEGE HOUR

Moreno Valley College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two "activity hours" per week: Tuesday/ Thursday 12:50 - 1:50 p.m. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASMVC. A master calendar of these events is maintained in the Student Activities Office.

SMOKING POLICY

Moreno Valley College is a smoke-free campus. Smoking of any form of tobacco or non-tobacco products is prohibited at any activity or athletic event and on all property owned, leased, or rented by or from Moreno Valley College.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services

- Support for the Associated Students of Moreno Valley College
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their College.

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject

to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.

2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I" "NP" and "NP" are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or

private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
 3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being

under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at www.rccd.edu/administration/board.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District Property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Disciplinary Action

- A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
- B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.

1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.
3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.
4. "Temporary Suspension": This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.
5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.
6. Restitution: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.
7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.
8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.
- C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
 1. The faculty member may: a) reduce the score on test(s) or

assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.

2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:
 - the specific section of the Standards of Student Conduct that the student is accused of violating.
 - a short statement of the facts supporting the accusation.
 - the nature of the discipline that is being considered.

After the meeting a written notice will be provided restating the facts of the action. The student must be given an opportunity to respond verbally, or in writing, to the accusation.

Student Grievance Procedure for Student-Related Issues

The purpose of a student grievance procedure is to provide a process by which student-related issues for disciplinary matters may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the District.

- A. Procedure Relating to Disciplinary Action: In all cases when the Dean of Student Services of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer of the College, in writing:
 1. Concurrence with the decision; or
 2. A grievance challenging the action.

The Chief Executive Officer of the College, or designee, would hear the challenge and provide a finding within five (5) days of receiving the written request.

Absence of any communication after the five day limit from the student indicates concurrence with the decision.

For extended suspension or expulsion, the student may request a formal hearing within five (5) days of receiving a written decision from the Chief Executive Officer of the College.

Hearing Procedures

Request for Hearing:

Within five (5) days after receipt of the Chief Executive Officer's, or designee's, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Chancellor or designee.

Schedule of Hearing:

The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

Hearing Panel:

The hearing panel for any disciplinary action shall be composed of one (1) administrator, one (1) faculty member and one (1) student.

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair:

The Chief Executive Officer of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of Hearing:

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The facts supporting the accusation shall be presented by the college Dean of Student Services, or designee. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less

than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the College either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered an unavailable witness.

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, then the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Chief Executive Officer's Decision:

Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel's decision, the Chief Executive Officer shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chief Executive Officer of the College shall be final.

Chancellor's Decision:

Expulsion -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. If the Chancellor's decision supports expulsion, it shall be forwarded to the Board of Trustees.

Board of Trustees' Decision:

The Board of Trustees shall consider a recommendation for expulsion

from the Chancellor at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and location of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

General Grievance Process For Matters Other Than Disciplinary: Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process

- a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
- b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
- c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
- d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
 1. For academic matters, the conference will be with the College Chief Instructional Officer.
 2. For nonacademic matters, the conference will be with the

College Chief of Student Services Officer.

- e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
- f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty (120) days from the date of the incident giving rise to the grievance.

2. Formal Hearing

- a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
- b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
- c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
 - (1) One (1) student appointed by the ASRCC College President.
 - (2) One (1) faculty member appointed by the College Academic Senate President.
 - (3) One (1) manager appointed by the Chief Executive Officer of the College.
 - (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
- d. The College Student Grievance Committee will:
 - (1) Set a reasonable time limit for the hearing.
 - (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
 - (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
 - (4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.
 - (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.

(6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.

(7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.

- e. The formal hearing shall be closed to the public.
- f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
- g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
 - (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision,
 - (2) Modify the recommended decision,
 - (3) Recommend action to the Board of Trustees.

3. Appeals: In all cases, final appeal will rest with the Board of Trustees.

Office of Primary Responsibility:

- A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline will follow the procedures delineated in AP 5520.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

STUDENT GOVERNMENT

The Associated Students of Moreno Valley is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Valley, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

Students can become involved in ASMV either by running for office

or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part-time (up to 20 hours per week). Hourly pay rates vary and currently start at the current federal minimum wage (currently \$8.00 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student's class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov.
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

Students have the potential to be awarded and earn up to \$4,000 during a fiscal year (July 1st through June 30th)

2. District (non-work study) Employment

These positions are available at Moreno Valley College and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

Students must have a valid social security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information please refer to our website www.mvc.edu/se.

Federal Work Study and District positions may be viewed at www.mvc.edu/se 24 hours a day, seven days a week.

3. CalWORKs Work Study

The CalWORKs Work Study program connects eligible CalWORKs students to entry level employment opportunities related to their course of study. The focus is to link employers to students who can learn initial job skills and maintain long-term employment directed toward career development while continuing their college course work. CalWORKs Work Study sites are primarily off-campus.

Students must:

- Be enrolled in at least one unit.
- Maintain a minimum 2.0 CGPA.
- Maintain eligibility with GAIN.

TEACHER PREPARATION AND EDUCATION PROGRAMS

In addition to the programs offered at Moreno Valley College, Teacher Preparation and Education programs are offered by RCC at the **Innovative Learning Center** in tandem with Alvord District Stokoe Elementary School offers a state of the art teacher preparation learning environment and laboratory for college students who want careers in education. This center offers opportunities for college students to observe classrooms taught by master teachers using state of the art technology and innovative teaching strategies. The center also has classrooms for college classes in general education and education courses.

For more information call the center at (951) 328-3661 or go to the website www.rcteacherprep.com. **For the Teacher Preparation Academic counselor, please call (951) 571-6104.**

TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 3 hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the college's faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn!

Tutors must have passed the class(es) they are tutoring in with at least a "B" grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures

- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information

Moreno Valley College

Student Services Building

Telephone number: (951) 571-6167

Fax number: (951) 571-6188

VETERANS ASSISTANCE

Moreno Valley College provides assistance to veterans for the following benefit programs:

1. Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
2. Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
3. Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
4. Vocational Rehabilitation – Chapter 31
5. Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
6. Survivors and Dependents Educational Assistance Program – Chapter 35
7. Reserve Educational Assistance Program (REAP), Chapter 1607.
8. Post-9/11 GI Bill - Chapter 33, refer to www.gibill.va.gov for updated information.

Veterans seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov for their certificate of eligibility. One copy must be given to the Veterans' Services office at the student's home college. For questions regarding pay, *Certificate of Eligibility* or benefits call 1-888-GIBILL-1.

While waiting for the *Certificate of Eligibility* veterans should continue with the college's policies and procedures in order to enroll and be certified for payment. Veterans apply online to Moreno Valley, Norco and Riverside City College and complete any required assessment testing and online orientation. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be received by the college in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans are referred to a counselor for a VA approved Student Education Plan. After receiving the SEP, veterans can register for approved classes on or after their registration date/time. Check the VA website www.gibill.va.gov for the listing of VA approved programs at RCCD.

After registering, veterans must turn in the *Veteran's Statement of Responsibility* (Blue Sheet) to the Student Services office. This "Blue

Sheet" is required in order for enrollment certification to be submitted to the VA; the process may take 2-3 weeks. This form must be submitted to the college every term in order to request benefits and to avoid being dropped for non-payment.

Veterans are eligible for priority registration for two years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Student Services office. Staff there will tell eligible veterans their priority registration dates.

Veterans' assistance is available in Admissions. Contact the Veterans' Office at (951) 571-6102 for more information. Information is also available at www.mvc.edu.

WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College offers a wide range of services to assist current and former CalWORKs/(TANF) customers, and youth in foster care to prepare for academic achievement, career pathway planning, employment, self-sufficiency and attaining financial independence. The Community College CalWORKs program is directed by Workforce Preparation to meet the challenge of implementing various strategies to aid disadvantaged students or potential students in building strong connections to the workforce.

CalWORKs Program

Workforce Preparation offers the CalWORKs program, funded through the Chancellor's Office of California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment, education and community collaboration. The population that is eligible to receive services via MVC's CalWORKs program are CalWORKs/Temporary Assistance for Needy Families (TANF) customers. As a result of the Welfare Reform Act in 1996 CalWORKs/TANF customers face a four-year lifetime limit, and the Community College's CalWORKs program is one of the ways California is meeting this challenge. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 6,300 students have received support services through the CalWORKs program with new CalWORKs students enrolling each week. For more information call (951) 571-6154 or join us on the web at: www.mvc.edu/services/cw/ or on Facebook at: www.facebook.com/calworksmorenovalley.

Services available include:

- Career and academic counseling
- Educational and occupational assessments
- Career pathway planning
- Priority registration
- Intensive case management
- Job placement
- Work study opportunities
- Career specific workshops
- Skill building courses
- Financial literacy
- Parenting and wellness resources

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:

- Childcare

- Transportation
- Textbooks and materials
- Parking permits

CalWORKs Work Study

Moreno Valley College teams up with employers to provide subsidized job training to eligible students. This program benefits employers as well as students. To be eligible students are required to:

- Provide a current WTW contract with GAIN
- Maintain enrollment in 1.0 or more units each semester
- Maintain a minimum cumulative 2.0 GPA
- Be eligible for the CalWORKs program

For more information, call (951) 571-6154.

Independent Living Program

MVC's Workforce Preparation Program works in collaboration with The Riverside City College (RCC) Independent Living Program (ILP). ILP is a partnership between RCCD and Riverside County Department of Public Social Service. The Independent Living Program provides training, advocacy, mentoring and support services to assist foster youth, age 16-21, in developing pathways to success in areas including education, employment and career development, health and safety, and housing. The primary mission is to assist current and former foster youth transition from full support to independence. Emancipation coaches available at MVC utilize an individualized approach with training workshops and linkage to community resources. Youth are provided a wide range of services designed to provide them with the tools to be successful. For more information, call (951) 571-6154.

Skills Classes

Skills Classes are open to all students throughout most of the semester. Open-entry Skills Classes are available in reading, writing, math, and computer applications technologies to enhance success in the workplace and in further college courses. The Skills Classes are presented in a student-paced, instructor-led format with entry dates every week throughout most of the semester. Instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. Skills Classes are offered at Moreno Valley College. For more information, see the schedule of classes or call (951) 571-6154.





Section III
GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the district to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

GENERAL EDUCATION

General education is available at all three colleges (Moreno Valley, Riverside City and Norco) of the Riverside Community College District. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

Specifically, the colleges offer to all of its students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Every student who graduates from one of the three colleges of RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 22-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all students should be able to . . .

Critical Thinking

- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one's own and others' assumptions, biases, and their consequences

Information Skills

- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills

- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge

- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them
- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge

- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness

- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints

The General Education Student Learning Outcomes were approved by the Board of Trustees on December 12, 2006.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a Certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution should consult a counselor to determine the specific courses required for admission to their four-year institution of choice.

Students may earn an A.A. / A.S. degree with an emphasis in one of the eight areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor's degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

The governing board of Riverside Community College District shall confer the degree of associate in one of the eight areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

I. RESIDENCE REQUIREMENT

In order to receive an A.A. / A.S. degree from Riverside Community College District, a student must complete 15 units in residence at one of the Colleges within the Riverside Community College District.

II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at www.collegesource.org. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the A.A. / A.S. Degree. Honors for graduation will be calculated in the same manner.

III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

IV. UNIT REQUIREMENT

The associate degree requires a minimum of 60 units of college work, of which 18 semester units are in one of the nine areas of emphasis listed below. Students must also complete a minimum of 22 semester units (see section VI. General Education Requirements) in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units). While students wishing to transfer to a four-year university can fulfill the transfer requirements by completing a certificate of achievement in California State University General Education (CSUGE) or in Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

ASSOCIATE IN ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution,

- effective customer relations and time management;
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (9 units, selected from the following):

Accounting (ACC): 1A
 Business Administration (BUS): 10, **18A
 Computer Information Systems (CIS): 1A
 Economics (ECO): 7, 7H, 8
 Political Science (POL): 8

Elective Courses (9 additional units, selected from the following):

Accounting (ACC): 1A, 1B, 38
 Business Administration (BUS): 10, **18A, **18B, 20, 22
 Communications Studies (COM): 1, 1H, 6, 9, 9H, 12, 13
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5
 Computer Applications and Office Technology (CAT): 3, 31
 Economics (ECO): 4, 6, 7, 7H, 8
 Library (LIB): 1
 Management (MAG): 44
 Marketing (MKT): 20
 Political Science (POL): 6, 8

A course may only be counted once.

****Credit limitation:** UC will accept a maximum of one course for transfer.

AMERICAN STUDIES

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology 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:

Students possessing an associate degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:

1. Critically analyze the history, culture, politics and society of the United States.
2. Interpret American history, culture, politics and society orally and in written form.
3. Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4. Describe and analyze of the diversity of the American people as

a society of immigrants developing national traditions and culture.

The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

Take one of these two-semester sequences (6 units):

English (ENG): 14 and 15

History (HIS): 6/6H and 7/7H, 11 and 12, 14 and 15, 28 and 29, 30 and 31

Elective courses: (12 additional units, selected from the following):

American Sign Language (AML): 22

English (ENG): 14, 15, 18, 20, 25, 47

Film, Television and Video (FTV): 12

History (HIS): 6/6H, 7/7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34

Humanities (HUM): 9, 11, 16

Military Science (MIL): 1, 2

Music (MUS): 25, 26, 89

Philosophy (PHI): 19

Political Science (POL): 1/1H, 5, 12, 13

Sociology (SOC): 2, 3, 15, 22

A course may only be counted once in the major area. Courses may be double counted for GE/IGETC/CSUGE

COMMUNICATION, MEDIA, AND LANGUAGES

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Communication Studies, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 23, 25, 26, 30, 35, 37, 38, 39, 40, 41, 44, 45, 48, 49

Film, Television and Video (FTV): 12, 44, 45, 65

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

Russian (RUS): 1, 2, 3, 11

Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, 52, 53

FINE AND APPLIED ARTS

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

PROGRAM LEARNING OUTCOMES:

Students possessing an Associate in Arts degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content

- Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

The student must complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, 30, 64, 67, 68, 70, 71, 72, 74, 76, 77A, 77B, 80, 88, 89, 200
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19
 Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60
 English (ENG): 11, 12, 13, 17, 38, 39, 49
 Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72
 Music (MUS): 3, 4, 8A, 8B, 19, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 61, 65, 77, 89, 92, 93, P12, P36, P44
 Photography (PHO): 8, 9, 10, 17, 20, 200
 Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be able to:

- 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.
- Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
- 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.
- Evaluate the role of individual human agency in history.
- Research and write critical interpretive essays demonstrating a high skill level

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8
 Architecture (ARE): 36
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19
 Dance (DAN): 3, 6
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48
 Film, Television and Video (FTV): 12, 65
 History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35
 Library (LIB): 1
 Music (MUS): 19, 20, 21, 22, 25, 26, 89
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35
 Political Science (POL): 11
 Theatre (THE): 3, 29
 World Language, including:
 Arabic (ARA): 1, 2, 3, 8, 11
 American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22
 Chinese (CHI): 1, 2, 11
 French (FRE): 1, 2, 3, 4, 8, 11
 German (GER): 1, 2, 3, 11
 Greek (GRK): 1, 2
 Italian (ITA): 1, 2, 3, 11
 Japanese (JPN): 1, 2, 3, 4, 11
 Korean (KOR): 1, 2, 11
 Latin (LAT): 1, 2
 Portuguese(POR): 1, 2
 Russian (RUS): 1, 2, 3, 11
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, *52, *53

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67
 English (ENG): 11, 12, 17, 38
 Music (MUS): 38, 39, P12
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

KINESIOLOGY, HEALTH AND WELLNESS

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness;

physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

PROGRAM LEARNING OUTCOMES:

Upon completion of this emphasis area, the student will be able to:

1. Demonstrate understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Recognize and understand the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (take 3 units in each of the two disciplines):

Health Science (HES): 1

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Elective Courses (12 additional units, selected from the following):

Anatomy and Physiology (AMY): 2A, 2B, 10

Biology (BIO): 17, 30, 34

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, 47, 48

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Kinesiology/activity courses (KIN): A03, A04, A05, A07, A09, A11, A12, A13, A15, A16, A17, A20, A21, A28, A29, A30, A31, A33, A34, A36, A40, A41, A43, A44, A46, A47, A50, A51, A52, A53, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A70, A74, A75, A77, A78, A80, A81, A82, A83, A85, A86, A87, A88, A89, A90, A92, A94, A95

Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25

A course may only be counted once except for KIN activity or varsity courses.

SOCIAL AND BEHAVIORAL STUDIES

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality,

attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

PROGRAM LEARNING OUTCOMES:

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

The student must complete 18 units of study across a minimum of 3 disciplines listed below with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13

Early Childhood Education (EAR): 19, 20, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8

Geography (GEG): 2, 3, 4, 6

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7, ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14

Psychology (PSY): 1, 9, 33, 35

Sociology (SOC): 1, 2, 3, 10, 12, 15, 20, 22, 45

ASSOCIATE IN SCIENCE

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate in Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis, plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 62-78 of the catalog.

MATH AND SCIENCE

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypothesis.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

The student must complete 18 units of study with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (Take one course in each of the 3 categories, including one course with a lab):

Mathematics (MAT): 1A, 4, 5, 10, 11, 12, 12H, 25

Physical Sciences: Astronomy (AST) 1A, Chemistry (CHE) 1A, 1AH, 2A, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A

Life Sciences: Anatomy (AMY) 2A, Biology (BIO) 1, 2A, 5, 7, 8, 9, 11, 34, 36, Microbiology (MIC) 1

Elective Courses (The remaining units may be taken from any of the following courses):

Anatomy and Physiology (AMY): 2A, 2B, 10

Anthropology (ANT): 1

Astronomy (AST): 1A, 1B

Biology (BIO): 1, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 30, 34, 36

Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17

Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35

Geography (GEG): 1, 1L, 1H, 5

Geology (GEO): 1, 1L, 1B, 3

Health Science (HES): 1

Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36.

Microbiology (MIC): 1

Oceanography (OCE): 1, 1L

Physical Science (PHS): 1, 5, 17

Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11

Psychology (PSY): 2

A course may only be counted once.

DEGREE CHANGE ALERT!

The math and English competency requirements for the associate degree will be changing beginning in fall 2009. All new students and all other students who are returning after a break in their continuous enrollment will be required to get a “C” or better in English 1A and Math 35 to complete the associate degree. Students who maintain continuous enrollment as defined in “Catalog Rights” will be able to fulfill this requirement by completing the previous requirements of Eng 50 and Math 52.

V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee) or by the successful completion of a Riverside Community College District mathematics course with a “C” or higher selected from Math 1-36 (excluding MAT-32), or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
 1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading;
OR
 2. completion of Reading 83 with a “C” or higher;
OR
 3. a minimum grade of “C” in each general education course;
OR
 4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
 5. Students who have completed an associate’s or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a “C” grade or better.

VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are

non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Communication Studies 51; English 85; English as a Second Language 65; Nursing (Continuing Education) 52A, 52B, 52C, 62A, 62B, 62C, 81; Registered Nursing 11A, 11B, 11C, 12A, 12B, 12C.

A. NATURAL SCIENCES (3 UNITS)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 or 22.

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)
History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
or
Political Science 1 or 1H, 5
AND
2. Social and Behavioral Sciences (3 units)
Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in "1" above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. HUMANITIES (3 UNITS)

Any course for which the student is eligible in American Sign Language 1, Architecture 36, Art, Communication Studies 7, Dance 3, 4, 5, 6, 7, 8, 9, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

D. LANGUAGE AND RATIONALITY (10-12 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 | Lifeguard/Title 22 First Aid/ Water Safety Instructor |
| KIN-47 | Hiking and Backpacking |
| DAN-3 | World Dance Survey |
| DAN-5 | Movement Education for Pre-School and Elementary Children |
| MUS-45 | Marching Band Woodwind Methods |
| MUS-46 | Marching Band Brass Methods |
| MUS-47 | Marching Band Percussion Methods |
| MUS-48 | Marching Band |
| MUS-59 | Winter Marching Band Clinic |
| MUS-60 | Summer Marching Band Clinic |
| MUS-61 | Auxiliary Marching Units |
| OR | |

2. Fitness and Wellness (3 units)

| | |
|--------|--------------------------------------|
| KIN-4 | Nutrition |
| KIN-30 | First Aid and CPR |
| KIN-35 | Foundations for Fitness and Wellness |
| KIN-36 | Wellness: Lifestyle Choices |

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, the EMS Program, or the Physician Assistant program.

VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Students must complete a minimum of fifty (50) percent of the required units in any certificate pattern at Riverside Community College District with a grade of "C" or better.

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

Students may apply for degrees and certificates during the following application periods:

Summer – First day of Summer Term through July 15 to apply for Summer 2012, Fall 2012, Winter 2013, Spring 2013

Fall – First day of Fall term through October 15 to apply for Fall 2012, Winter 2013, Spring 2013

Winter – First day of Winter term through February 1 to apply for Winter 2013, Spring 2013

Spring – First day of Spring term through April 1 to apply for Spring 2013

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1st. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

Students may earn more than one degree at Moreno Valley College.

X. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ Summer 12 through Spring 13. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (Fall, Winter and Spring, with Summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the College, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections V 76033,76120) for disciplinary action. See Board Policy 5500 for details.

GRADING SYSTEM

Grades

Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used:

“A”, excellent; “B”, good; “C”, satisfactory; “D”, passing, less than satisfactory; “F”, failing; “FW”, failing due to cessation of participation in a course after the last day to officially withdraw from a course; “I”, incomplete; “IP”, in progress; “RD”, report delayed; “P”, pass; “NP”, no pass; “W”, formal withdrawal from the college or a course; “MW” (military withdrawal).

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. “Ws incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to “MW”s.

Students should refer to WebAdvisor for withdrawal deadlines.

An “I” is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the “I” shall be stated by the instructor in a written contract submitted online on WebAdvisor. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

Grade Points

On the basis of scholarship grades, grade points are awarded as follows: “A”, 4 points per units of credit; “B”, 3 points per unit of credit; “C”, 2 points per unit of credit; “D”, 1 point per unit of credit; “F” or “FW”, no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: “I”, “W”, “NP”, “P”, “IP”, “RD”, or “MW”.

Grade Changes

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three Colleges.

Extenuating Circumstances Petition

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.

3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 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, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20% of a shorter-than-semester term.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which NP is recorded are considered in probation and dismissal procedures.

Final Examinations-Final Grades

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on WebAdvisor immediately after they are submitted by the instructor.

Advanced Placement

Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of three, four or five in specified subject areas. Advanced Placement credit is granted for the fulfillment of Riverside Community College District

programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own College policies. For further information, see a counselor for specific subject credit areas available.

Advanced Placement (AP) and International Baccalaureate (IB) Credit

Students who have successfully completed exams in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A .3, see page 49 in the catalog.) Official Placement Scores should be sent to the Admissions and Records Office for official evaluation.

Course credit and units granted at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution.

Please see a counselor to review the applicability of AP and IB credit to different academic requirements.



The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time.

| IB Exam | IGETC Area | CSU-GE Area |
|---|------------------|-------------|
| IB Biology | 5B (without lab) | B2 |
| IB Chemistry HL | 5A (without lab) | B1 |
| IB Economics HL | 4B | D2 |
| IB Geography HL | 4E | D5 |
| IB History (any region) HL | 3B or 4F | C2 or D6 |
| IB Language A1 (any language except English) HL | 3B and 6A | C2 |
| IB Language A2 (any language except English) HL | 3B and 6A | C2 |
| IB Language A1 (any language) HL | 3B | C2 |
| IB Language A2 (any language) HL | 3B | C2 |
| IB Language B (any language) HL | 6A | n/a |
| IB Mathematics HL | 2A | B4 |
| IB Physics HL | 5A (without lab) | B1 |
| IB Psychology HL | 4I | D9 |
| IB Theater HL | 3A | C1 |

| AP Exam | GE Area | IGETC Area | CSU-GE AREA |
|-----------------------------------|----------------------------|--------------------|------------------|
| Art History | Humanities | 3A or 3B | C1 or C2 |
| Biology | Natural Sciences | 5B and 5C | B2+B3 |
| Calculus AB | Language and Rationality | 2A | B4 |
| Calculus BC | Language and Rationality | 2A | B4 |
| Chemistry | Natural Sciences | 5A and 5C | B1+B3 |
| Chinese Language & Culture | Humanities | 3B and 6A | C2 |
| Macroeconomics | Social/Behavioral Sciences | 4B | D2 |
| Microeconomics | Social/Behavioral Sciences | 4B | D2 |
| English Language | Language and Rationality | 1A | A2 |
| English Literature | Language and Rationality | 1A or 3B | A2+C2 |
| Environmental Science | Natural Sciences | 5A and 5C | B1+B3 |
| European History | Social/Behavioral Sciences | 3B or 4F | C2 or D6 |
| French Language | Humanities | 3B and 6A | C2 |
| French Literature | None | 3B and 6A | C2 |
| German Language | Humanities | 3B and 6A | C2 |
| Comparative Government & Politics | Social/Behavioral Sciences | 4H | D8 |
| U.S. Government and Politics | Social/Behavioral Sciences | 4H and US 2 | D8+US-2 |
| Human Geography | Social/Behavioral Sciences | 4E | D5 |
| Italian Language and Culture | Humanities | 3B and 6A | C2 |
| Japanese Language and Culture | Humanities | 3B and 6A | C2 |
| Latin Literature | None | 3B and 6A | C2 |
| Latin: Vergil | None | 3B and 6A | C2 |
| Physics B | Natural Sciences | 5A and 5C | B1+B3 |
| Physics C mechanics | Natural Sciences | 5A and 5C | B1+B3 |
| Physics C electricity/magnetism | Natural Sciences | 5A and 5C | B1+B3 |
| Psychology | None | 4I | D9 |
| Spanish Language | Humanities | 3B and 6A | C2 |
| Spanish Literature | None | 3B and 6A | C2 |
| Statistics | Language and Rationality | 2A | B4 |
| U.S. History | Social/Behavioral Sciences | (3B or 4F) US-1 | (C2 or D6)+ US-1 |
| World History | Social/Behavioral Sciences | 3B and 4F | C2 or D6 |

| AP Exam | RCCD Equivalent | Units |
|-----------------------------------|---------------------------|-------|
| Art History | Art 1 and 2 | 3 + 3 |
| Biology | Biology 1 | 4 |
| Calculus AB | Math 1A | 4 |
| Calculus BC | Math 1A and 1B | 4 + 4 |
| Chemistry | Chemistry 1A and 1B | 5 + 5 |
| Chinese Language & Culture | Chinese 1-2 | 5 + 5 |
| Macroeconomics | Economics 7 | 3 |
| Microeconomics | Economics 8 | 3 |
| English Language | English 1A | 4 |
| English Literature | English 1A and 1B | 4 + 4 |
| Environmental Science | Biology 36 | 3 |
| European History | History 5 | 3 |
| French Language | French 1-2 | 5 + 5 |
| French Literature | None | 0 |
| German Language | German 1 and 2 | 5 + 5 |
| Comparative Government & Politics | Political Science 2 | 3 |
| U.S. Government and Politics | Political Science 1 | 3 |
| Human Geography | Geography 2 | 3 |
| Italian Language and Culture | Italian 1-2 | 5 + 5 |
| Japanese Language and Culture | Japanese 1-2 | 5 + 5 |
| Latin Literature | Latin 1-2 | 5 + 5 |
| Latin: Vergil | None | 0 |
| Physics B | Physics 2A and Physics 2B | 4 + 4 |
| Physics C mechanics | Physics 4A | 4 |
| Physics C electricity/magnetism | Physics 4B | 4 |
| Psychology | None | 0 |
| Spanish Language | Spanish 1 and 2 | 5 + 5 |
| Spanish Literature | None | 0 |
| Statistics | Math 12 | 3 |
| U.S. History | History 6 and 7 | 3 + 3 |
| World History | History 1 and 2 | 3 + 3 |



CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 "C". The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions with consultation and review by the Office of Educational Services.

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco Colleges and pay enrollment fees including out of state and/or out of country tuition where applicable.

A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

After the discipline faculty has determined the student's evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.

Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans' Administration Benefits or eligibility purposes.

The student's academic record will be clearly annotated to reflect that credit was earned by examination.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit for College-Level Examination Program (CLEP)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student's RCCD transcript. CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.



| CLEP EXAM | GE RCCD | Credit (Units) Granted | Minimum CLEP SCORE | Semester Credits Toward CSU-GE Breadth Certification | CSU American Institutions and/or GE Breadth Area |
|---|---|-----------------------------------|-------------------------------|---|---|
| American Government | Political Science 1 | 3 | 50 | 3 | D8 |
| American Literature | English Literature Elective | 3 | 50 | 3 | C2 |
| Biology | Biology 10 (no lab) | 3 | 50 | 3 | B2 |
| Calculus | Math 1A | 4 | 50 | 3 | B4 |
| Chemistry | Chemistry 10 (no lab) | 3 | 50 | 3 | B1 |
| College Algebra | Math 11 | 4 | 50 | 3 | B4 |
| College Composition | English 1A and Elective | 4 + 4 | 50 | 0 | N/A |
| College Composition Modular | None | 0 | 50 | 0 | N/A |
| College Mathematics | Math 25 and Elective | 3 + 3 | 50 | 0 | N/A |
| English Literature | English Literature Elective | 3 | 50 | 3 | C2 |
| Financial Accounting | None | 0 | 50 | 0 | N/A |
| French Language Level I | French 1 and French 2 | 5 + 5 | 50 | 0 | N/A |
| French Language Level II | French 1, French 2, French 3 and French 4 | 5+5+5+5 | 59 | 3 | C2 |
| German Language Level I | German 1 and German 2 | 5 + 5 | 50 | 0 | N/A |
| German Language Level II | German 1, German 2, and German 3 | 5+5+5 | 60 | 3 | C2 |
| History of the United States I: Early Colonization to 1877 | History 6 | 3 | 50 | 3 | D6 + US-1 |
| History of the United States II: 1865 to the Present | History 7 | 3 | 50 | 3 | D6 + US-1 |
| Human Growth and Development | None | 0 | 50 | 3 | E |
| Information Systems and Computer Applications | CIS 1A | 3 | 50 | 0 | N/A |
| Introduction to Educational Psychology | None | 3 | 50 | 0 | N/A |
| Introductory Business Law | Business Elective | 3 | 50 | 0 | N/A |
| Introductory Psychology | None | 0 | 50 | 3 | D9 |
| Introductory Sociology | Sociology 1 | 3 | 50 | 3 | D0 |
| Natural Sciences | Life Science and Physical Science Elective | 3 + 3 | 50 | 3 | B1 or B2 |
| Precalculus | None | 0 | 50 | 3 | B4 |
| Principles of Macroeconomics | Economics 7 | 3 | 50 | 3 | D2 |
| Principles of Management | Management 44 | 3 | 50 | 0 | N/A |
| Principles of Marketing | Marketing 20 | 3 | 50 | 0 | N/A |
| Principles of Microeconomics | Economics 8 | 3 | 50 | 3 | D2 |
| Social Sciences and History | Social Sciences and History (does not meet American History and Institutions requirements) | 3 + 3 | 50 | 0 | N/A |
| Spanish Language I | Spanish 1 and Spanish 2 | 5 + 5 | 50 | 0 | N/A |
| Spanish Language II | Spanish 1, Spanish 2, Spanish 3 and Spanish 4 | 5+5+5+5 | 63 | 3 | C2 |
| Western Civilization I: Ancient Near East to 1648 | History 4 | 3 | 50 | 3 | C2 or D6 |
| Western Civilization II: 1648 to the Present | History 5 | 3 | 50 | 3 | D6 |

Military Credit

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, Correspondence courses, Internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam. Contact the Dean of Instruction office on the Moreno Valley College (HM 113) for additional assistance: (951) 571-6165.







Section IV

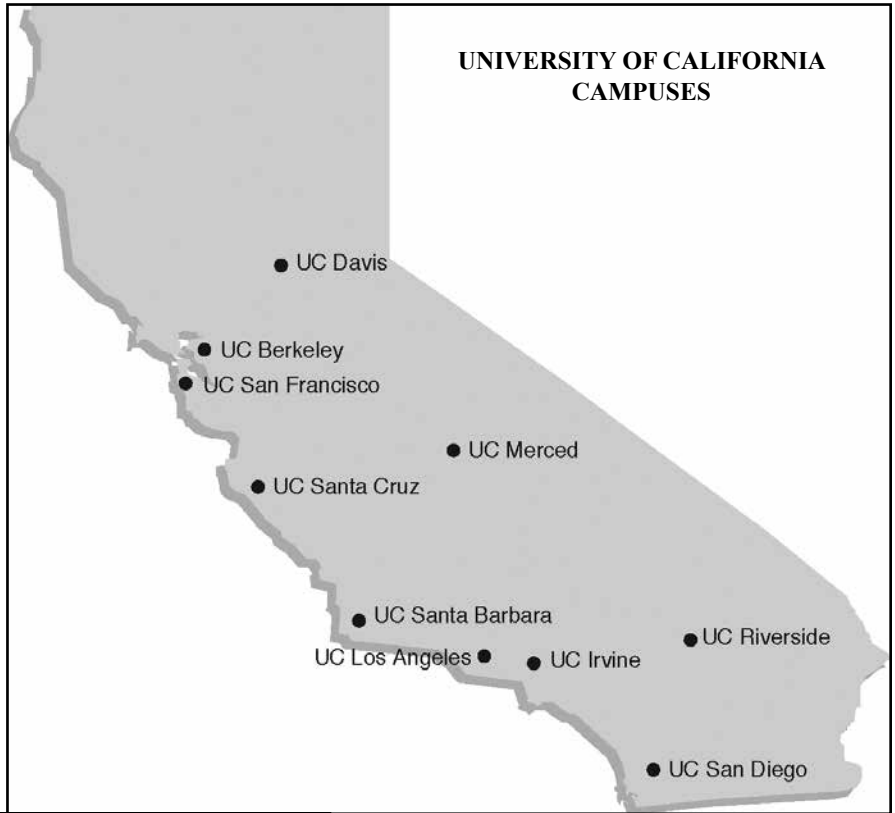
**REQUIREMENTS FOR
COLLEGE TRANSFER**

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)

UC Website: www.ucop.edu/pathways

- UC, Berkeley
- UC, Davis
- UC, Irvine
- UC, Los Angeles
- UC, Merced
- UC, Riverside
- UC, San Diego
- UC, San Francisco
- UC, Santa Barbara
- UC, Santa Cruz



CALIFORNIA STATE UNIVERSITY CAMPUSES



California State University (CSU)

CSU Website: www.csu.mentor.edu

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Dominguez Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University

REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Moreno Valley 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. 9 of these units are upper-division (junior/senior level) and are to be taken at the CSU campus after transfer. Moreno Valley 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 Moreno Valley College articulation officer. Coursework completed at foreign institutions may not be used for CSU GE certification.

UNIVERSITY OF CALIFORNIA (UC)

UC Minimum Admission Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 UC-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.4 GPA (2.8 for California non-residents). At many UC campuses, admission is competitive and the required GPA can be significantly higher.
3. Complete the following course pattern with a grade of "C" or better in each course:
 - Complete two transferable college courses in English Composition (3 semester units or 4-5 quarter units each).
 - Complete one transferable course in mathematical concepts and quantitative reasoning (3 semester or 4-5 quarter units).
 - Complete four transferable college courses (3 semester or 4-5 quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

The majority of UC campuses give high priority to students who have completed major preparation courses.

Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern prior to transfer to the UC system will satisfy the transfer eligibility coursework listed in item 3 above.

IGETC CERTIFICATION

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) System without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Courses used for IGETC certification must be completed with grades of "C" or better and must be a minimum of 3 semester or 4-5 quarter units. **Grades of C- are not acceptable.** A course cannot be certified unless it was on the IGETC list during the year when it was taken. Students beginning in Fall 2012 must follow the 2012-2013 IGETC requirements. Advanced Placement (AP) test credit and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some IGETC requirements. Coursework must be evaluated through the office of evaluations or by the Moreno Valley 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 Moreno Valley College admissions and records department or through their WebAdvisor account. Partial IGETC certification is completed by the college's articulation officer.

MAJOR PREPARATION COURSES FOR TRANSFER

For each major at a four-year institution, there are lower-division (freshman and sophomore level) major preparation requirements. Students should complete as many lower-division major courses as possible prior to transfer. Each four-year university has its own programs and major requirements. It is recommended that students see a counselor, on a regular basis, to determine the courses needed to transfer to CSU, UC or a private university.

ASSIST

Major preparation courses for CSU and UC campuses can be found on ASSIST (www.assist.org). ASSIST is an online student-transfer information system that shows how course credits earned at a California Community College can be applied when transferred to a CSU or UC campus.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change or courses deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if Moreno Valley 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 Moreno Valley College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private 4-year institutions in California. Their website can be accessed at www.aiccu.org.



Associate Degree
for Transfer™

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Moreno Valley 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 Moreno Valley College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

COMMUNICATION STUDIES

MAA587 (CSUGE)

MAA588 (IGETC)

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

| Required Courses (18-19 units) | | Units |
|--------------------------------|-----------------------------|-------|
| COM-1/1H | Public Speaking | 3 |
| COM-9/9H | Interpersonal Communication | 3 |
| Electives | from Group A | 3 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3-4 |

| Electives Group A (3 units) | | Units |
|-----------------------------|---------------------------------------|-------|
| COM-2 | Persuasion in Rhetorical Perspective | 3 |
| COM-3 | Argumentation and Debate | 3 |
| COM-6 | Dynamics of Small Group Communication | 3 |

| Electives Group B (6 units) | | Units |
|---------------------------------|-----------------------------------|-------|
| Any course not taken in group A | | |
| COM-7 | Oral Interpretation of Literature | 3 |
| COM-12 | Intercultural Communication | 3 |

| Electives Group C (3-4 units) | | Units |
|--|---------------------------|-------|
| Any COM course not taken in group A or B above | | 1-3 |
| COM-5 | Parliamentary Procedure | 1 |
| COM-11 | Storytelling | 3 |
| COM-13 | Gender and Communication | 3 |
| COM-19 | Reader's Theater | 3 |
| ANT-2 | Cultural Anthropology | 3 |
| JOU-7 | Mass Communications | 3 |
| PSY-1 | General Psychology | 3 |
| SOC-1 | Introduction to Sociology | 3 |

Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 3-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

EARLY CHILDHOOD EDUCATION MAS529 (IGETC) MAS530 (CSUGE)

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.

- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

| Required Courses (25 units) | | Units |
|-----------------------------|---|-------|
| EAR-19 | Observation and Assessment In Early Childhood Education | 3 |
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-25 | Teaching in a Diverse Society | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-28 | Principles and Practices Children of Teaching Young | 3 |
| EAR-30 | Practicum in Early Childhood Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |

Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

SOCIOLOGY MAA695 (CSUGE) MAA696 (IGETC)

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least

one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

Required Courses: (18 units) Units

| | | |
|-----------|---------------------------|---|
| SOC-1 | Introduction to Sociology | 3 |
| Electives | from Group A | 6 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3 |

Electives Group A (6 units) Units

| | | |
|---------|---|---|
| SOC-2 | American Social Problems | 3 |
| MAT-12 | Statistics | 3 |
| or | | |
| MAT-12H | Honors Statistics | 3 |
| SOC-50 | Introduction to Social Research Methods | 3 |

Electives Group B (6 units) Units

| | | |
|--------|-----------------------------|---|
| SOC-10 | Race and Ethnic Relations | 3 |
| SOC-12 | Marriage Family Relations | 3 |
| SOC-20 | Introduction to Criminology | 3 |

Electives Group C (3 units) Units

| | | |
|--------|-----------------------------------|---|
| SOC-3 | Social Inequality | 3 |
| SOC-15 | Women in American Society | 3 |
| ANT-2 | Cultural Anthropology | 3 |
| PSY-1 | General Psychology | 3 |
| PSY-8 | Introduction to Social Psychology | 3 |

Associate in Arts for Transfer Degree

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 3-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)



Moreno Valley College
California State University General Education Requirements 2012-2013
The courses listed below will fulfill the lower division general education requirements for all CSU campuses.

To obtain a Bachelor's degree from a CSU campus, a student must complete 48 units of general education. A community college can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining 9 units of upper-division general education coursework are to be taken at the CSU campus after transfer.

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 or 1H Public Speaking
 COM-2 Persuasion in Rhetorical Perspectives
 COM-6 Dynamics of Small Group Communication
 COM-9 or 9H Interpersonal Communication

A-2: Written Communication:

ENG-1A English Composition or
 ENG-1AH Honors English Composition

A-3: Critical Thinking:

COM-3 Argumentation and Debate (Formerly SPE-3A) MAT-32 Introduction to Symbolic Logic (Same as PHI-32)
 ENG-1B Critical Thinking and Writing or PHI-11 Critical Thinking
 ENG-1BH Honors Critical Thinking and Writing PHI-32 Introduction to Symbolic Logic (Same as MAT-32)

B. Scientific Inquiry and Quantitative Reasoning (min. 9 semester units) – Select one course from each group: Also, one of the science courses must have a lab---see underlined courses.

B-1: Physical Science:

| | | |
|--|---|---|
| AST 1A Introduction to Astronomy | CHE-10 Chemistry for Everyone | PHS-1 Introduction to Physical Science |
| AST1B Introduction to the Stars | GEG-1 Physical Geography or | <u>PHY-4A</u> Mechanics |
| <u>CHE-1A</u> General Chemistry I | GEG-1H Honors Physical Geography | <u>PHY-4B</u> Electricity and Magnetism |
| <u>CHE-1AH</u> Honors General Chemistry I | <u>GEG-1L</u> Physical Geography Lab | <u>PHY-4C</u> Heat, Light and Waves |
| <u>CHE-1B</u> General Chemistry II | (GEG-1L has a Corequisite of GEG-1 or 1H) | PHY-10 Intro General Physics |
| <u>CHE-1BH</u> Honors General Chemistry II | GEG-2 World Regional Geography | <u>PHY-11</u> Physics Lab (PHY-11 has |
| <u>CHE-2A</u> Introductory Chemistry I | GEG-3 Geography of California | a Corequisite of PHY-10) |

B-2: Life Science:

| | | |
|---|---|--------------------------------|
| <u>AMY-2A</u> Anatomy and Physiology I | ANT-1 Physical Anthropology | <u>BIO-17</u> Human Biology |
| <u>AMY-2B</u> Anatomy and Physiology II | <u>BIO-1</u> General Biology | BIO-30 Human Reproduction |
| AMY-10 Survey of Human Anatomy and Physiology | <u>BIO-11</u> Intro. to Molecular and Cellular | BIO-34 Human Genetics |
| | <u>BIO-12</u> Intro. to Organismal and Population | <u>MIC-1</u> Microbiology |
| | | PSY-2 Physiological Psychology |

B-3: Laboratory Activity:

This requirement is satisfied by completion of any course in B-1 or B-2 with a laboratory. Lab courses are underlined.

B-4: Mathematics/Quantitative Reasoning (Grade of “C” or better is required):

| | | |
|------------------------------|------------------------|--------------------------------|
| MAT-1A Calculus I | MAT-3 Linear Algebra | MAT-12 Statistics or |
| MAT-1B Calculus II | MAT-10 Pre-Calculus | MAT-12H Honors Statistics |
| MAT-1C Calculus III | MAT-11 College Algebra | MAT-25 A Survey of Mathematics |
| MAT-2 Differential Equations | | 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:

| | | |
|---|-----------------------------|---------------------------------------|
| ART-1 Hist of Western Art: Prehistoric Ancient and Medieval | COM 11- Storytelling | MUS-20 Great Composers & Music Master |
| ART-2 History of Western Art: Renaissance through Contemp. | DAN-6 Dance Appreciation | MUS 21 Great Composers & Music Master |
| ART-6 Art Appreciation | MUS-3 Fundamentals of Music | MUS 22 Survey of Music Literature |
| ART-6H Honors Art Appreciation | MUS-4 Music Theory I | MUS-25 Jazz Appreciation |
| | MUS-19 Music Appreciation | MUS-26 Film Music Appreciation |
| | | THE-3 Introduction to the Theater |

C-2: Humanities:

| | | |
|---|--|---|
| AML-1 American Sign Language 1 | ENG-15 American Literature II: 1860 to Pres | HIS-5 History of the Western Civilization II |
| AML-2 American Sign Language 2 | ENG-16 Introduction to Language | HIS-6 Political and Social History of the U.S. or |
| ENG-1B Critical Thinking and Writing | ENG-20 African American Literature | HIS-6H Honors Political and Social History of |
| ENG-1BH Honors Critical Thinking and | ENG-23 The Bible as Literature | HIS-7 Political and Social History of the U.S. or |
| ENG-6 British Lit I: AS to 18 th Century | ENG-25 Latino Literature of the United States | HIS-7H Honors Political and Social History of US |
| ENG-7 British Lit II: Romanticism to PM | ENG-30 Children’s Literature | HIS 8 History of the Americas |
| ENG-8 Introduction to Mythology | ENG-40 World Lit I: Ancient Lit through 1650 | HIS 9 History of the Americas |
| ENG-9 Introduction to Shakespeare | ENG-41 World Lit II: 1650 C.E. through the Pre | HIS 11 Military History of the US to 1900 |
| ENG-11 Creative Writing | HIS-1 History of World Civilizations I | HIS 12 Military History of the US since |
| ENG-14 American Literature I: Pre-Contact through the Civil War | HIS-2 History of World Civilizations II | HIS 14 African American History I |
| | HIS-4 History of Western Civilization I | |

C-2: Humanities (continued):

HIS 15 African American History II
 HIS 21 History of Ancient Greece
 HIS 22 History of Ancient Rome
 HIS 26 History of California
 HIS 30 Introduction to Chicano Studies*
 HIS-31 Introduction to Chicano Studies*
 HIS-34 History of Women in America*
 HIS-35 History of England
 HUM-4 Arts and Ideas: Ancient World
 through the Late Medieval Period or
 HUM-4H Honors Arts and Ideas:
 HUM-5 Arts and Ideas: The Renaissance
 through the Modern Era or

HUM-5H Honors Arts and Ideas:
 HUM-8 Introduction to Mythology
 HUM-10 World Religions or
 HUM-10H Honors World Religions
 HUM-23 The Bible as Literature
 HUM-35 Philosophy of Religion
 MAT-32 Introduction to Symbolic Logic
 MIL-1 Military History of the US to 1900
 MIL-2 Military History of the US since 1900
 PHI-10 Introduction to Philosophy or
 PHI-10H Honors Introduction to Phil.
 PHI-12 Introduction to Ethics:
 Contemporary Moral Issues

PHI-32 Introduction to Symbolic Logic
 PHI-35 Philosophy of Religion
 SPA-1 Spanish 1
 SPA-1H Honors Spanish 1
 SPA-2 Spanish 2
 SPA-2H Honors Spanish 2
 SPA-3 Spanish 3
 SPA-3N Spanish for Spanish Speakers
 SPA-4 Spanish 4
 SPA-8 Intermediate Conversation
 SPA-11 Spanish Culture and Civil
 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**

ANT-2 Cultural Anthropology
 ANT-7 Anthropology of Religion
 ANT-8 Language and Culture

D-2: Economics:

ECO-4 Introduction to Economics
 ECO05 Economics of the Environment
 ECO-6 Introduction to Political Economy
 ECO-7 Principles of Macroeconomics
 ECO-7H Honors Principles of Macro
 ECO-8 Principles of Microeconomics

D-3: Ethnic Studies:

ANT-4 Native American Cultures
 HIS15 African American History II
 HIS-30 Introduction to Chicano Studies
 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

D-5: Geography:

GEG-2 Human Geography
 GEG-3 World Regional Geography

D-6: History:

HIS-1 History of World Civilizations I*
 HIS-2 History of World Civilizations II*
 HIS-4 History of Western Civilizations I*
 HIS-5 History of Western Civilizations II*
 HIS-6 Political and Social History of the US*
 HIS-6H Honors Political and Social History of US
 HIS-7 Political and Social History of the U.S.*
 HIS-7H Honors Political and Social History of US *
 HIS 8 History of the Americas
 HIS 9 History of the Americas
 HIS 11 Military History of the US to 1900
 HIS 12 Military History of the US since 1900
 HIS 14 African American History I
 HIS 21 History of Ancient Greece
 HIS 22 History of Ancient Rome
 HIS 26 History of California
 HIS 30 Introduction to Chicano Studies*
 HIS-31 Introduction to Chicano Studies*
 HIS 35 History of England
 MIL 1 Military History of the US to 1900
 MIL 2 Military History of the US since 1900

D-7: Interdisciplinary Social or Behavioral

COM-9 Interpersonal Communication or
 COM-9H Honors Interpersonal Com.
 COM-12 Intercultural Communication
 EAR-20 Child Development
 EAR 42 Child, Family and Community Dynamics

D-8: Political Science, Gov. and Inst.:

POL-1 American Politics
 POL-1H Honors American Politics
 POL-2 Comparative Politics
 POL-4 Intro. to World Politics or
 POL-4H Honors Intro. to World Politics
 POL-6 Introduction to Political Economy
 POL-11 Political Theory

D-9: Psychology:

PSY-1 General Psychology
 PSY-8 Introduction to Social Psychology
 PSY-9 Developmental Psychology

PSY-33 Theories of Personality
 PSY-35 Abnormal Psychology

D-0: Sociology and Criminology:

SOC-1 Introduction to Sociology
 SOC-2 American Social Problems
 SOC-12 Marriage and Family Relations
 SOC-20 Introduction to Criminology

E. Lifelong Learning and Self-Development (min. 3 semester units)

BIO-30 Human Reproduction
 EAR-20 Child Development
 EAR 42 Child, Family and Community
 Dynamics
 GUI-47 Career Exploration and Life Planning
 HES-1 Health Science
 KIN-4 Nutrition
 KIN-35 Foundation for Fitness and Wellness
 KIN-36 Wellness: Lifestyle Choices

KIN-38 Stress Management
 PSY-9 Developmental Psychology
 PSY-33 Theories of Personality
 SOC-12 Marriage and Family Relations

United States History, Constitution and Government (6 semester units)

Although this is not part of the general education requirements, it is a CSU graduation requirement that you can complete at a community college before you transfer. HIS-6 or 6H or 7 or 7H may also be used to partially fulfill area C or D. POL-1 or 1H may also be used to partially fulfill area D.

1. U.S. History (3 units)

HIS-6 Political and Social History of the U.S.
 HIS-6H Honors Political and Social History of the U.S.
 HIS-7 Political and Social History of the U.S.
 HIS-7H Honors Political and Social History of the U.S.

2. Constitution and Government (3 units)

POL-1 American Politics
 POL-1H Honors American Politics

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).

Moreno Valley College
Intersegmental General Education Transfer Curriculum (IGETC) 2012-2013
For Transfer to CSU and UC

If you choose to follow the IGETC, you must complete it before you transfer; otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. **Transfer students will receive IGETC certification after completing all of the subject areas below 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
 (Must be taken Fall 1993 or later)
 ENG-1BH Honors Critical Thinking and Writing

1C - Oral Communication: (CSU requirement only)

COM-1 Public Speaking (Formerly SPE-1) or
 COM-1H Honors Public Speaking (Formerly SPE-1H)
 COM-2 Persuasion in Rhetorical Perspective

COM-6 Dynamics of Small Group Communication
 COM-9 Interpersonal Communication (Formerly SPE-9) or
 COM-9H Honors Interpersonal Communication

Area 2 – Mathematical Concepts and Quantitative Reasoning (min. 3 semester units) – select one course:

| | | |
|---------------------|------------------------------|--------------------------------|
| MAT-1A Calculus I** | MAT-2 Differential Equations | MAT-12 Statistics or |
| MAT-1B Calculus II | MAT-3 Linear Algebra | MAT-12H Honors Statistics |
| MAT-1C Calculus III | MAT-10 Precalculus** | MAT-25 A Survey of Mathematics |
| | MAT-11 College Algebra** | |

Area 3 – Arts and Humanities (min. 9 semester units) –

Select three courses, with at least one course from the “Arts and one course from the “Humanities”:

3A – Arts:

| | | |
|---|--------------------------------|-----------------------------------|
| ART-1 History of Western Art: Prehistoric, Ancient, and Medieval | ART-6H Honors Art Appreciation | MUS-20 Great Composers & Music I |
| ART-2 History of Western Art: Renaissance through Contemporary | DAN-6 Dance Appreciation | MUS-21 Great Composers & Music II |
| ART-6 Art Appreciation | MUS-3 Fundamentals of Music | MUS-25 Jazz Appreciation |
| | MUS-4 Music Theory I | MUS-26 Film Music Appreciation |
| | MUS-19 Music Appreciation | THE-3 Introduction to the Theatre |

3B – Humanities:

| | | |
|---|---|---|
| COM-12 Intercultural Communication* (Formerly SPE-12) | HIS 9 History of the Americas | HUM-10H Honors World Religions |
| ENG-6 British Literature I: Anglo-Saxon to 18 th Century | HIS 11 Military History of the US to 1900 | HUM-23 The Bible as Literature |
| ENG-7 British Literature II: Romanticism to postmodernism | HIS 12 Military History of the US since 1900 | HUM-35 Philosophy of Religion |
| ENG-8 Introduction to Mythology | HIS 14 African American History I | (Same as PHI-35) |
| ENG-9 Introduction to Shakespeare | HIS 15 African American History II | MIL 1 Military History of the US to 1900 |
| ENG-14 American Literature I: Pre-Contact to Civil War | HIS 21 History of Ancient Greece | (Same as HIS 11) |
| ENG-15 American Literature II: 1860 to the Present | HIS 22 History of Ancient Rome | MIL 2 Military History of the US since 1900 |
| ENG-20 African American Literature | HIS 26 History of California | (Same as HIS 12) |
| ENG-23 The Bible as Literature | HIS 30 Introduction to Chicano Studies* | PHI-10 Introduction to Philosophy or |
| ENG-25 Latino Literature of the United States | HIS-31 Introduction to Chicano Studies* | PHI-10H Honors Introduction to Philosophy |
| ENG-35 Images of Women in Literature | HIS-34 History of Women in America* | PHI-12 Introduction to Ethics: |
| ENG-40 World Literature I: From Ancient through 1650 C.E. | HIS 35 History of England | Contemporary Moral Issues |
| ENG-41 World Literature II: 1650 C.E. to the Present | HUM-4 Arts and Ideas: Ancient World Through the Late Medieval Period | PHI-35 Philosophy of Religion |
| HIS-1 History of World Civilizations I* | HUM-4H Honors Arts and Ideas: Ancient World Through the Late Medieval Period | (Same as HUM-35) |
| HIS-2 History of World Civilizations II* | HUM-5 Arts and Ideas: The Renaissance through The Modern Era or | SPA-2 Spanish 2 |
| HIS-4 History of Western Civilizations I* | HUM-5H Honors Arts and Ideas The Renaissance Through the Modern Era | SPA-2H Honors Spanish 2 |
| HIS-5 History of Western Civilizations II* | HUM-8 Introduction to Mythology | SPA-3 Spanish 3 |
| HIS-6 Political and Social History of the U.S.* or | HUM-10 World Religions | SPA-3N Spanish for Spanish Speakers |
| HIS-6H Honors Political and Social History of US* | | SPA-4 Spanish 4 |
| HIS-7 Political and Social History of the U.S.* | | SPA-8 Intermediate Conversation |
| HIS-7H Honors Political and Social History of US * | | SPA-11 Spanish Culture and Civilization |
| HIS 8 History of the Americas | | SPA-12 Latin American Culture and Civ. |

Area 4 – Social and Behavioral Sciences (min. 9 semester units) – Select three courses from at least two disciplines:

| | | |
|--|---|--|
| ANT-1 Physical Anthropology* | HIS-5 History of Western Civilization | MIL 2 Military History of the US since 1900 |
| ANT-2 Cultural Anthropology | HIS-6 Political and Social History of the U.S.* | POL-1 American Politics or |
| ANT-4 Native American Cultures | HIS-6H Honors Political and Social History | POL-1H Honors American Politics |
| ANT-7 Anthropology of Religion | HIS-7 Political and Social History of the US * | POL-2 Comparative Politics |
| ANT-8 Language and Culture | HIS-7H Honors Political and Social History | POL-2H Honors Comparative Politics |
| COM-12 Intercultural Communication* | HIS 8 History of the Americas | POL-4 Introduction to World Politics or |
| COM-13 Gender Communication | HIS 9 History of the Americas | POL-4H Honors Introduction to World Politics |
| EAR-20 Child Development | HIS 11 Military History of the US to 1900 | POL-6 Introduction to Political Economy |
| ECO-4 Introduction to Economics** | HIS 12 Military History of the US since 1900 | POL-11 Political Theory |
| ECO-5 Economics of the Environment | HIS 14 African American History I | PSY-1 General Psychology |
| ECO-6 Introduction to Political Economy | HIS 15 African American History II | PSY-2 Physiological Psychology |
| ECO-7 Principles of Macroeconomics or | HIS 21 History of Ancient Greece | PSY-9 Developmental Psychology |
| ECO-7H Honors Principles of Macroeconomics | HIS 22 History of Ancient Rome | PSY-33 Theories of Personality |
| ECO-8 Principles of Microeconomics | HIS 26 History of California | PSY-35 Abnormal Psychology |
| GEG-2 Human Geography | HIS 30 Introduction to Chicano Studies* | PSY-8 Introduction to Social Psychology |
| GEG-3 World Regional Geography | HIS-31 Introduction to Chicano Studies* | SOC-1 Introduction to Sociology |
| HIS-1 History of World Civilizations I* | HIS-34 History of Women in America* | SOC-2 American Social Problems |
| HIS-2 History of World Civilizations II* | HIS 35 History of England | SOC-10 Race and Ethnic Relations |
| HIS-4 History of Western Civilization | MIL 1 Military History of the US to 1900 | SOC-12 Marriage and Family Relations |
| | | SOC-20 Introduction to Criminology |

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:**

| | | |
|--|---|---|
| AST 1A Introduction to Astronomy | <u>CHE-2B</u> Introductory Chemistry 1I** | <u>PHY-4A</u> Mechanics** |
| AST 1B Introduction to the Stars | CHE-10 Chemistry for Everyone** | <u>PHY-4B</u> Electricity and Magnetism** |
| <u>CHE-1A</u> General Chemistry I | GEG-1 Physical Geography | <u>PHY-4C</u> Heat, Light and Waves** |
| <u>CHE-1AH</u> Honors General Chemistry I | GEG-1H Honors Physical Geography | <u>PHY-4D</u> Modern Physics** |
| <u>CHE-1B</u> General Chemistry II | <u>GEG-1L</u> Physical Geography Laboratory | PHY-10 Introductory General Physics** |
| <u>CHE-1BH</u> Honors General Chemistry II | (GEG-1L has a Co-requisite of GEG-1 or 1H) | <u>PHY-11</u> Physics Lab |
| <u>CHE-2A</u> Introductory Chemistry 1** | PHS-1 Introduction to Physical Science | (PHY-11 has a Co-requisite of PHY-10) |

5B - Biological Science:

| | | |
|---|---|--------------------------------|
| <u>AMY-2A</u> Anatomy and Physiology I | <u>BIO-11</u> Introduction to Molecular and Cellular Biology | BIO-30 Human Reproduction |
| <u>AMY-2B</u> Anatomy and Physiology II | <u>BIO-12</u> Introduction to Organismal and Population Biology | BIO-34 Human Genetics |
| ANT-1 Physical Anthropology* | <u>BIO-17</u> Human Biology | <u>MIC-1</u> Microbiology |
| <u>BIO-1</u> General Biology | | PSY-2 Physiological Psychology |

5C - Lab Science: This requirement is satisfied by completion of any one course from area 5A or 5B with a laboratory. Lab courses are underlined.**Area 6 – Languages Other Than English (Select one course – UC requirement only):****6A:**

| | | |
|---------------------------------|-------------------------|-------------------------------------|
| AML-1 American Sign Language I | SPA-1H Honors Spanish 1 | SPA-3 Spanish 3 |
| AML-2 American Sign Language II | SPA-2 Spanish 2 | SPA-3N Spanish For Spanish Speakers |
| SPA-1 Spanish 1 | SPA-2H Honors Spanish 2 | 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. Complete one from each area

Area 1) US History (3 Units) HIS-6 or 6H or 7 or 7H; may also be used to partially fulfill area 3B or 4.

Area 2) Constitution and Government (3 Units) POL-1 or 1H may also be used to partially fulfill area 4.

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.

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
Administration of Justice
Air Conditioning and Refrigeration
Applied Digital Media and Printing
Architecture
Art
Automotive Body

Automotive Technology
Biotechnology
Business Administration
Community Interpretation
Computer Applications and Office Technology
Computer Information Systems
Construction Technology

| | |
|----------------------------|-------------------|
| Cosmetology | Machine Shop |
| Culinary Arts | Management |
| Dental Hygiene | Manufacturing |
| Dental Technology | Marketing |
| Early Childhood Education | Medical Assisting |
| Education | Music |
| Electronics | Nursing |
| Engineering | Paralegal Studies |
| Film, Television and Video | Photography |
| Fire Technology | Real Estate |
| Human Services | Theater Arts |
| Journalism | Welding |
| Kinesiology | |

HIGH SCHOOL COURSES

Foreign Languages

Two years of high school study in the same language with an earned grade of "C" or better for each course are equivalent to the first level of the same language at RCCD (for example, two years of Spanish in high school are equal to Spanish I at RCCD.)

Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found by calling the prerequisite hotline at (951) 222-8808 or on the web at <http://www.rcc.edu/services/assessment/chemistry.cfm>.

Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated and some courses require students to receive a "B" or better to qualify for credit. Students can find the most up-to-date listing of articulated courses and correlating grade requirements at RCCD's Tech Prep website, www.rcc.edu/techprep.

1. Students wishing to apply for credit by articulation should first complete a RCCD college application at <http://www.cccapply.org/apply>.
2. Once a student ID# is obtained, students may apply online for articulated credit at www.rcc.edu/techprep.

For further information or assistance, please contact the Career and Technical Education Projects office, 951-222-8963.

ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles (CAT/ACC 55)
Anatomy/Physiology (AMY 10)
Architectural Design 1 (ARE 24)
CADD Computer Aided Drafting and Design (ENE 30)
Computer Keyboarding (CAT 53)
Drafting 2 (ENE 21)
Web Design (ADM 74)
Word Processing (CAT 50)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EMT (EMS 50 & EMS 51)

COLTON JOINT UNIFIED SCHOOL DISTRICT

Advanced Keyboarding/Computer Literacy (CAT 50)
Microsoft Word (CAT/CIS 34A)

CORONA NORCO UNIFIED SCHOOL DISTRICT

Anatomy/Physiology 1A/1B (AMY 10)
Architecture Design 1A-1B (ARE 24 & ARE 25)
Auto 2A/2B (AUT 50)
Business Procedures (CAT 61)
Computer Aided Drafting 2A-2B (ENE 42)
Design Manufacturing Technology 1A & 1B (MAN 52)
Electronics 1A-1B (ELE 21)
Introduction to Engineering & Architecture 1A-1B (ENE 21 & ENE 30)
Photography 1A & 1B (PHO 8)

COLTON REDLAND YUCAIPA ROP (CRY-ROP)

American Sign Language II (AML 1)
Automotive General Service Technician (AUT 50)
CISCO Internetworking Level 1 (CIS 26A)
CISCO Internetworking Level 2 (CIS 26B)
CISCO Internetworking Level 3 (CIS 26C)
CISCO Internetworking Level 4 (CIS 26D)
Construction Technology (CON 60)
Desktop Publishing & Printing (ADM 1)
Fundamental Webpage Design (ADM 74)
Microsoft Office (CAT/CIS 93)
Welding Occupations (WEL 15)

CALIFORNIA SCHOOL FOR THE DEAF

Construction Technology (CON 60)

JURUPA UNIFIED SCHOOL DISTRICT

Accounting 1 (CAT/ACC 55)
Auto 1 (AUT 50)
Introduction to Business 1 & 2 (BUS 10)
Photography 1 (PHO 8)
Photography 2 (PHO 9)
Television Broadcasting (FTV 67)
Video Production (FTV 67)
Web Design (ADM 74)

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Advanced Engineering Design w/Solidworks (ENE 42)
Manufacturing & Materials Engineering 1 (WEL 34)
Manufacturing & Materials Engineering 2 (WEL 35)

MORENO VALLEY UNIFIED SCHOOL DISTRICT

Advanced Engineering Drawing (ENE 31)
Accounting 1 (CAT/ACC 55)
Anatomy and Physiology (AMY 10)
Architecture Design (ARE 24)
Automotive Technology I & II (AUT 50)
Digital Electronics (ELE 25)
Engineering Drawing 1 & 2 (ENE 21)
Medical Science/Health Careers 1&2 or Preparing to work in Healthcare Level 1&2 (HET 79)
Photography 101 (PHO 8 & PHO 9)
Principles of Engineering (ENE 10 & ENE 60)
Web Design (ADM 74)

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Automotive Technology (AUT 50)
Drafting 1 (ENE 21)

NUVIEW UNION SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
Computer 1 (CAT/CIS 93)
Photography (PHO 20)

RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP

Allied Health Occupations (HET 79)
Auto Collision & Refinishing (AUB 50)
Automotive Technology (AUT 50)
CIS Microsoft Office Tools I (CAT/CIS 34A)
CIS Microsoft Office Tools II (CAT/CIS 98A)
Construction Technology (CON 60)
Digital Imaging (ADM 71)
Digital Photography I (PHO 20)
Emergency Medical Tech (EMS 50 & 51)
Graphics Technology (ADM 1)
Maintenance Mechanics (MAN 60 & MAN 61)
Masonry Occupations (CON 81, 82, 83, 84, 85, & 86)
Nurse Assistant (HET 80)
TV/Video Level I (FTV 67)
Website Design & Development (ADM 74)

REDLANDS UNIFIED SCHOOL DISTRICT

Advanced Multimedia Design #0962 (FTV 67)

RIVERSIDE UNIFIED SCHOOL DISTRICT

Advanced Web Design (ADM 74)
Anatomy and Physiology (AMY 10)
Beginning Computer Class (CAT/CIS 93)
CCNA 1 (CIS 26A)
CCNA 2 (CIS 26B)
Certified Nursing Assistant (HET 80)
Digital Electronics (ELE 25)
Health & Bioscience Academy I (FIT E2A)
Health & Bioscience Academy II (HET 79 & MDA 1A)
Keyboarding/Tech Tool I (CAT 50)
Medical Terminology (MDA 1A)
Principles of Engineering (ENE 10 & ENE 60)

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Adobe Prep I & II (ADM 71)
Automotive Technology A & B (AUT 50)
CISCO Academy 1A (CIS 26A)
CISCO Academy 1B (CIS 26B)
CISCO Academy 2A (CIS 26C)
CISCO Academy 2B (CIS 26D)
Construction Occupations A/B (CON 60)
Introduction to Accounting (CAT/ACC 55)

SAN BERNARDINO COUNTY SUPERINTENDANT OF SCHOOLS (SBCSS) ROP

Computer Aided Drafting (ENE 21 & ENE 30)

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

American Sign Language 2 (AML 1)

VAL VERDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
 Business Computers (CAT/CIS 3)
 CISCO Academy 1A (CIS 26A)
 CISCO Academy 1B (CIS 26B)
 CISCO Academy 2A (CIS 26C)
 CISCO Academy 2B (CIS 26D)
 Computer Essentials (CAT/CIS 34)
 Web Page Design & Development (ADM 74)

CAREER AND TECHNICAL EDUCATION PROGRAMS

Riverside Community College District offers Associate in Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate in Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. All certificate courses can be counted toward the degree as well as the major.

Need for Specialized Training

Many find it difficult to secure employment or to advance in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Riverside Community College District must file an official application. Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

Certificate Course Requirements

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate pattern must be completed at Riverside Community College District.

ASSOCIATE IN SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

STATE-APPROVED CERTIFICATE**(Certificate of Achievement)**

The state-approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.


LOCALLY-APPROVED CERTIFICATE**(Certificate of Career Preparation)**

The locally-approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.



STUDENTS ARE ABLE TO COMPLETE THE FOLLOWING CERTIFICATES/DEGREES AT THESE OFF-CAMPUS LOCATIONS:

| LOCATION | PROGRAM AND PROGRAM CODE | LOCALLY APPROVED CERTIFICATE | STATE APPROVED CERTIFICATE | ASSOCIATE DEGREE |
|------------------------------|--|------------------------------|----------------------------|------------------|
| MORENO VALLEY COLLEGE | | | | |
| Ben Clark Training Center | | | | |
| | Administration of Justice MAS504/MCE504 | | • | • |
| | AOJ/Basic Correctional Deputy Academy MCE783 | • | | |
| | AOJ/Basic Public Safety Dispatch Course MCE784 | • | | |
| | Law Enforcement MAS563/MCE563 | | • | • |
| | Emergency Medical Technician MCE801 | • | | |
| | Paramedic MAS585/MCE585 | | • | • |
| | Fire Technology MAS555/MCE555 | | • | • |
| | Chief Officer MAS826/MCE826 | | • | • |
| | Fire Officer MAS827/MCE827 | | • | • |
| | Firefighter Academy MAS669/MCE669 | | • | • |

| Program | Locally Approved Certificate | State Approved Certificate | Associate Degree | Moreno Valley | Norco | Riverside |
|--|------------------------------|----------------------------|------------------|---------------|---------|-----------|
| AREA OF EMPHASIS | | | | | | |
| Administration & Information Systems | | | • | MAA494 | NAA494* | AA494* |
| American Studies | | | • | MAA492 | | AA492* |
| Communications, Media & Languages | | | • | MAA495 | NAA495* | AA495* |
| Fine & Applied Arts | | | • | MAA496 | NAA496* | AA496* |
| Humanities, Philosophy & Arts | | | • | MAA497 | NAA497* | AA497* |
| Kinesiology, Health and Wellness | | | • | MAA498 | NAA498* | AA498* |
| Social & Behavioral Studies | | | • | MAA499 | NAA499* | AA499* |
| Math and Science | | | • | MAS493 | NAS493 | AS493* |
|  Associate Degree for Transfer™ | | | | | | |
| Communication Studies | | | | | | |
| With CSUGE pattern | | | • | MAA587 | NAA587 | AA587 |
| With IGETC pattern | | | • | MAA588 | NAA588 | AA588 |
| Early Childhood Education | | | | | | |
| With CSUGE pattern | | | • | MAS529 | NAS529 | AS529* |
| With IGETC pattern | | | • | MAS530 | NAS530 | AS530* |
| Sociology | | | | | | |
| With CSUGE pattern | | | • | MAA695 | NAA695 | AA695* |
| With IGETC pattern | | | • | MAA696 | NAA696 | AA696* |
| Theatre Arts | | | | | | |
| With CSUGE pattern | | | • | | | AA747 |
| With IGETC pattern | | | • | | | AA748 |
| | | | | | | |
| *50% or more of the certificate/degree may be completed online | | | | | | |

| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|---------------|----------------|---------------|
| ADMINISTRATION OF JUSTICE | | • | • | MAS504/MCE504 | NAS504/NCE504 | AS504*/CE504* |
| AOJ/Basic Correctional Deputy Academy | • | | | MCE783 | | |
| AOJ/Basic Public Safety Dispatch Course | • | | | MCE784 | | |
| Crime Scene Investigation | • | | | | NCE619 | CE619 |
| Investigative Assistant | • | | | | NCE785 | CE785 |
| Law Enforcement | | • | • | MAS563/MCE563 | | |
| Victim Services Aide | • | | | | | CE679* |
| AIR CONDITIONING AND REFRIGERATION | | • | • | | | AS596/CE596 |
| APPLIED DIGITAL MEDIA AND PRINTING | | • | • | | | AS653/CE653 |
| Basic Electronic Prepress | • | | | | | CE822 |
| Basic Graphic Design | • | | | | | CE823 |
| New Media and Interactive Design | • | | | | | CE821 |
| ARCHITECTURE | | • | • | | NAS509/NCE509 | |
| Architectural Graphics | • | | | | NCE787 | |
| ART | | | | | | |
| Visual Communications-Animation | • | | | | | CE774 |
| Visual Communications-Illustration | • | | | | | CE825 |
| AUTOMOTIVE TECHNOLOGY | | | | | | |
| Automotive Body Repair | | • | • | | | AS511/CE511 |
| Automotive Trim and Upholstery | | • | • | | | AS516/CE516 |
| Electrical | | • | • | | | AS513/CE513 |
| Ford Specialty | | | • | | | AS519 |
| General Motors Specialty | | | • | | | AS583 |
| Mechanical | | • | • | | | AS515/CE515 |
| BANK OPERATIONS | • | | | | | CE625* |
| BUSINESS ADMINISTRATION | | | | | | |
| Accounting Concentration | | • | • | MAS523/MCE523 | NAS523/NCE523 | AS523/CE523 |
| Banking and Finance Concentration | | • | • | | | AS631*/CE631* |
| General Business Concentration | | • | • | MAS524/MCE524 | NAS524/NCE524* | AS524*/CE524* |
| Human Resources Concentration | | • | • | | NAS623/NCE623* | AS623/CE623 |
| Logistics Management Concentration | | • | • | | NAS580/NCE580* | |
| Management Concentration | | • | • | MAS521/MCE521 | NAS521/NCE521* | AS521*/CE521* |
| Marketing Concentration | | • | • | MAS525/MCE525 | NAS525/NCE525* | AS525*/CE525* |
| Real Estate Concentration | | • | • | MAS527/MCE527 | NAS527/NCE527* | AS527/CE527 |
| Insurance | | • | • | | | AS629*/CE629* |
| International Business | • | | | | | CE627* |
| Operations and Production Mgmt | • | | | | | CE833* |
| Real Estate Salesperson and Transaction | • | | | | NCE854 | |
| COMMERCIAL MUSIC | | • | • | | NAA645/NCE645 | |
| COMMUNITY INTERPRETATION | | • | • | MAS557/MCE557 | | |

*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 | Approved Locally Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|----------------|----------------|---------------|
| COMPUTER APPLICATIONS & OFFICE TECHNOLOGY | | | | | | |
| Administrative Office Professional | • | | | | | CE637* |
| Executive Office Management | | • | • | | | AS639*/CE639* |
| Executive Office Professional | • | | | | | CE635* |
| Legal Administrative Professional | • | | | | | CE611* |
| Office Assistant | • | | | | | CE633* |
| Office Fast-Track | • | | | | | CE812* |
| Virtual Assistant | • | | | | | CE677* |
| COMPUTER INFORMATION SYSTEMS | | | | | | |
| C++ Programming | • | | | | NCE803 | CE803* |
| CISCO Networking | • | | | | | CE810* |
| Computer Applications | | • | • | MAS726/MCE726 | NAS726/NCE726 | AS726*/CE726* |
| Computer Programming | | • | • | MAS728/MCE728 | NAS728/NCE728 | AS728*/CE728* |
| Desktop Publishing | | • | • | | NAS647/NCE647* | |
| E-Commerce | • | | | | | CE807* |
| Java Programming | • | | | | NCE809 | CE809* |
| Relational Database Mgmt Tech | • | | | | | CE816* |
| Simulation and Gaming | | • | • | MAS739/MCE739 | NAS739/NCE739 | |
| Systems Development | • | | | | | CE806* |
| Webmaster | • | | | MCE820 | NCE820 | CE820* |
| CONSTRUCTION TECHNOLOGY | | • | • | | NAS532/NCE532 | |
| COSMETOLOGY | | • | • | | | AS534/CE534 |
| Cosmetology Business Admin – Entrepreneurial Concentration | | • | • | | | AS537*/CE537* |
| Cosmetology Business Admin – Mgmt and Supervision Concentration | | • | • | | | AS535*/CE535* |
| Cosmetology, Instructor Training | • | | | | | CE675 |
| Esthetician | • | | | | | CE673 |
| CULINARY ARTS | | • | • | | | AS561/CE561 |
| DENTAL ASSISTANT | | • | • | MAS621/MCE621 | | |
| DENTAL HYGIENE | | | • | MAS724 | | |
| DENTAL LABORATORY TECHNOLOGY | | • | • | MAS723/MCE723 | | |
| DRAFTING TECHNOLOGY | | | | | NAS539/NCE539 | |
| EARLY CHILDHOOD EDUCATION | | • | • | MAS544/MCE544 | NAS544/NCE544 | AS544*/CE544* |
| ECE/Asst Teacher | • | | | MCE795 | NCE795 | CE795* |
| ECE/Twelve Core Units | • | | | MCE797 | NCE797 | CE797* |
| Early Childhood Intervention Asst | | • | • | MAS601/MCE601 | NAS601/NCE601 | AS601/CE601* |
| Infant and Toddler Specialization | • | | | MCE681 | NCE681 | CE681 |
| EDUCATION PARAPROFESSIONAL | | • | • | MAS603/MCE603* | | AS603*/CE603* |

*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 Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|---------------|---------------|-------------|
| ELECTRONICS TECHNOLOGY | | | | | | |
| Electronics Technology | | • | • | | NAS546/NCE546 | |
| EMERGENCY MEDICAL SERVICES | | | | | | |
| Emergency Medical Technician | • | | | MCE801 | | |
| Paramedic | | • | • | MAS585/MCE585 | | |
| ENGINEERING | | | | | | |
| Civil Engineering Technician | | • | • | | NAS550/NCE550 | |
| Engineering Graphics | • | | | | NCE796 | |
| Engineering Technology | | | • | | NAS551 | |
| FILM, TELEVISION AND VIDEO | | | | | | |
| Basic Television Production | • | | | | | CE842 |
| Production Specialist | | • | • | | | AS641/CE641 |
| FIRE TECHNOLOGY | | • | • | MAS555/MCE555 | | |
| Chief Officer | | • | • | MAS826/MCE826 | | |
| Fire Officer | | • | • | MAS827/MCE827 | | |
| Firefighter Academy | | • | • | MAS669/MCE669 | | |
| HUMAN SERVICES | | • | • | MAS663/MCE663 | | AS663/CE663 |
| Employment Support Specialization | • | | | MCE802 | | CE802 |
| KINESIOLOGY/EXERCISE, SPORT & WELLNESS | | | | | | |
| Athletic Training Emphasis | | • | • | | | AS597/CE597 |
| Coaching Emphasis | | • | • | | | AS599/CE599 |
| Fitness Professions Emphasis | | • | • | | | AS595/CE595 |
| MANUFACTURING TECHNOLOGY | | | | | | |
| Automated Systems Technician | | • | • | | NAS737/NCE737 | |
| Computer-Aided Production Technology | • | | | | NCE799 | |
| MEDICAL ASSISTING | | | | | | |
| Admin/Clinical Medical Assisting | | • | • | MAS718/MCE718 | | |
| Medical Transcription | | • | • | MAS701/MCE701 | | |
| MUSIC | | | • | MAA564 | | AA680 |
| Jazz Performance | • | | | | | CE852 |
| Music Performance | • | | | | | CE851 |
| Music Technology | • | | | | | CE850 |
| Piano Performance | • | | | | | CE853 |
| NURSING | | | | | | |
| Critical Care Nurse | • | | | | | CE581 |
| Nursing Assistant | • | | | | | CE584 |
| Registered Nursing | | | • | | | AS586 |
| Vocational Nursing | | • | • | | | AS588/CE588 |

*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 | Certificates Approved Locally | Certificates Approved State | Associate Degree | Moreno Valley | Norco | Riverside |
|--|-------------------------------|-----------------------------|------------------|---------------|---------------|---------------|
| PARALEGAL STUDIES | | | • | | | AS591* |
| PHOTOGRAPHY | | • | • | | | AS592/CE592 |
| PHYSICIAN ASSISTANT | | • | • | MAS501/MCE501 | | |
| RETAIL MANAGEMENT/WAFC | | • | • | | NAS536/NCE536 | AS536*/CE536* |
| SIGN LANGUAGE INTERPRETING | | • | • | | | AS505/CE505 |
| SIMULATION AND GAME DEVELOPMENT | | | | | | |
| Game Art: 3D Animation | | • | | | NCE686 | |
| Game Art: Character Modeling | | • | | | NCE687 | |
| Game Art: Environments and Vehicles | | • | | | NCE688 | |
| Game Art Core | • | | | | NCE855 | |
| Game Audio | | • | | | NCE684 | |
| Game Design | | • | | | NCE685 | |
| SPEECH LANGUAGE PATHOLOGY ASSISTANT | | • | • | MAS697/MCE697 | | |
| WELDING TECHNOLOGY | | • | • | | | AS606/CE606 |
| Stick Welding (SMAW) | • | | | | | CE824 |
| TIG Welding (TGAW) | • | | | | | CE819 |
| Wire Welding (FCAW, GMAW) | • | | | | | CE818 |

*50% or more of the certificate/degree may be completed online

PROGRAMS AND CERTIFICATES
R=Riverside; M=Moreno Valley; N=Norco

ACCOUNTINGSee [BUSINESS ADMINISTRATION](#)**ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MNR) MAS504/MCE504**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

| Required Courses (27 units) | Units |
|--|-------|
| ADJ-1 Introduction to the Administration of Justice | 3 |
| ADJ-2 Principles and Procedures of the Justice System | 3 |
| ADJ-3 Concepts of Criminal Law | 3 |
| ADJ-4 Legal Aspects of Evidence | 3 |
| ADJ-5 Community Relations | 3 |
| Electives Choose from elective courses in the discipline | 12 |

Associate in Science Degree

The Associate in Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ADMINISTRATION OF JUSTICE/
LAW ENFORCEMENT(M) MAS563/MCE563**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues. The program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities. Potential occupations include local police officers, deputy sheriffs, transit or railroad police; state police and highway patrol officers, fish and game wardens, or park rangers; or federal special agents, investigators and marshals.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Analyze the various aspects of police work
- Identify minimum competencies in police functions of most frequent occurrence
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure
- Compare and contrast the concepts of uniformity in police practices and procedures.

| Required Courses (34.5-39 units) | Units |
|--|-------|
| ADJ-B1B Basic Peace Officer Training Academy | 39 |
| or | |
| Reserve Training Module Format | 34.5 |
| ADJ-R1A2 Level III Modular Academy Training | 6.5 |
| ADJ-R1B Level II Reserve Officer Training | 11 |
| ADJ-R1C Level I Reserve Officer Training | 17 |

Associate in Science Degree

The Associate in Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

**ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL (M) MCE783
DEPUTY ACADEMY****Certificate Program**

| Required Courses (13 units) | Units |
|---|-------|
| ADJ-C1D Basic Correctional Deputy Academy (C) | 13 |

**ADMINISTRATION OF JUSTICE BASIC PUBLIC SAFETY DISPATCH
COURSE (M) MCE784****Certificate Program**

| Required Courses (5 units) | Units |
|---|-------|
| ADJ-D1A Basic Public Safety Dispatch Course | 5 |



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 |
| Management | 12 |
| Marketing | 12 |
| Real Estate | 12 |

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the certificate in the concentration area of their choice.

Associate in Science Degree

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ACCOUNTING CONCENTRATION (MNR) MAS523/MCE523

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Understand the major role financial reporting plays in fulfilling government’s duty to be publicly accountable in a democratic society.
- Apply cost accounting principles to manufacturing and service enterprises within a global society.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Analyze data and apply appropriate principles of federal income tax law.
- Analyze and solve accounting problems with application software.
- Prepare the detailed financial reports for governments and not-for-profit entities that stress the need for the public to understand and evaluate the financial activities and management of these organizations.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| ACC-1B Principles of Accounting II | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| ACC-61 Cost Accounting | 3 |
| ACC-62 Payroll Accounting | 3 |
| ACC-63 Income Tax Accounting | 3 |
| ACC-65 Computerized Accounting | 3 |
| ACC-66 Non-Profit and Governmental Accounting | 3 |
| ACC-200 Accounting Work Experience | 1-2-3-4 |
| BUS/MAG-47 Applied Business and Management Ethics | 3 |

GENERAL BUSINESS CONCENTRATION (MNR) MAS524/MCE524

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 Experience | 1-2-3-4 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |

MANAGEMENT CONCENTRATION (MNR) MAS521/MCE521

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Management concentration, students should be able to:

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| MAG-44 Principles of Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| MAG-46 Contemporary Quality Systems Management | 3 |
| MAG/BUS-47 Applied Business and Management Ethics | 3 |
| MAG-53 Human Relations | 3 |
| MAG-56 Human Resources Management | 3 |
| MAG-60 Introduction to Hospitality Management | 3 |
| MAG-200 Management Work Experience | 1-2-3-4 |
| BUS-48 International Management | 3 |

MARKETING CONCENTRATION (MNR) MAS525/MCE525

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 |
| MKT-20 Principles of Marketing | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| MKT-40 Advertising | 3 |
| MKT-41 Techniques of Selling | 3 |
| MKT-42 Retail Management | 3 |
| MKT-200 Marketing Work Experience | 1-2-3-4 |
| BUS-43 International Business-Marketing | 3 |
| BUS-51 Principles of E-Commerce | 3 |
| BUS-80 Principles of Logistics | 3 |



REAL ESTATE CONCENTRATION (MNR) MAS527/MCE527

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 |

| | | |
|---------|------------------------------|---------|
| 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 |

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION (M) MAS557/MCE557

The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.

Certificate Program

| Required Courses (18 units) | | Units |
|-----------------------------|---|-------|
| CMI-61 | Introduction to Spanish English Translation | 3 |
| CMI-71 | Bilingual Interpretation for the Medical Professions | 6 |
| CMI-81 | Bilingual Interpretation for the Legal Professions | 6 |
| CMI-91 | Introduction to Translation and Interpretation for Business | 3 |

Associate in Science Degree

The Associate in Science Degree in Community Interpretation will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COMPUTER INFORMATION SYSTEMS

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

COMPUTER APPLICATIONS (MNR) MAS726/MCE726

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe and use operating system software
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.

- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

| Required Courses (31.5 units) | | Units |
|-------------------------------|---|-------|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| CIS-1B | Advanced Concepts in Computer Information Systems | 3 |
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| or | | |
| CIS/CSC-28A | MS Access Programming | 3 |
| CIS/CSC-21 | Introduction to Operating Systems | 3 |
| CIS-95A | Introduction to the Internet | 1.5 |
| CAT-31 | Business Communications | 3 |
| or | | |
| BUS-22 | Management Communications | 3 |
| Electives 1 | (Choose from list below) | 7.5 |
| Electives 2 | (Choose from list below) | 7.5 |

Electives 1 (7.5 units)

| | | |
|-------------|---|-----|
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS-23 | Software and End User Support | 3 |
| CIS/CSC-25 | Data Communications | 3 |
| CIS/CSC-61 | Introduction to Databases | 3 |
| CIS/CAT-80 | Word Processing: Microsoft Word for Windows | 3 |
| CIS/CAT-84 | Word Processing: WordPerfect for Windows | 3 |
| CIS/CAT-98B | Advanced Excel | 1.5 |

Electives 2 (7.5 units)

| | | |
|-------------|---|-----|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: Java Script | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-56A | Designing Web Graphics | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76A | Introduction to Microsoft Expression Web | 3 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| CIS/CAT-78A | Introduction to Adobe PhotoShop | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| CIS/CAT-81 | Introduction to Desktop Publishing using Adobe InDesign | 3 |

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Computer Applications will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COMPUTER PROGRAMMING (MNR)

MAS728/MCE728

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

| Required Courses (25.5 units) | | Units |
|-------------------------------|--|-------|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS/CSC-5 | Fundamentals of Programming Logic Using C++ | 3 |
| CIS/CSC-21 | Introduction to Operating Systems | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| Electives | From Group 1 | 6 |
| Electives | From Group 2 | 6 |

Electives - Group 1 (6 units)

| | | |
|-------------|--------------------------------------|---|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: JavaScript | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-18A | Java Programming: Objects | 3 |

Electives - Group 2 (6 units)

| | | |
|-------------|--------------------------------------|---|
| CIS/CSC-11 | Computer Programming using Assembler | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| CIS/CSC-17C | C++ Programming: Data Structures | 3 |
| CIS/CSC-18B | Java Programming: Advanced Objects | 3 |
| CIS/CSC-18C | Java Programming: Data Structures | 3 |

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Computer Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

SIMULATION AND GAMING: GAME ART (MN) MAS739/MCE739

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

| Required Courses (36 units) | | Units |
|-----------------------------|---|-------|
| CIS/GAM-35 | Introduction to Simulation and Game Development | 3 |
| CIS/GAM-38A | Simulation and Gaming/3D Modeling | 4 |
| CIS/GAM-38B | Simulation and Gaming/3D Animation | 4 |
| CIS/GAM-38C | Simulation and Gaming/3D Dynamics and Rendering | 4 |
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| ART-17 | Beginning Drawing | 3 |
| ART-18 | Intermediate Drawing | 3 |
| ART-22 | Basic Design | 3 |
| ART-40 | Figure Drawing | 3 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|-------------|---|---|
| CIS-36 | Introduction to Computer Game Design | 3 |
| CIS/GAM-37 | Beginning Level Design for Computer Games | 3 |
| CIS/GAM-39 | Current Techniques in Game Art | 4 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| ART-23 | Design and Color | 3 |
| ART-36 | Computer Art | 3 |
| ART-44 | Animation | 3 |

Associate in Science Degree

The Associate in Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

WEB MASTER (MNR)

MCE820

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

Certificate Program

Core Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

| Required Courses (17 units) | | Units |
|---|---|-------|
| Core Requirements (6 units) | | |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| or | | |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| In addition, choose one of the concentrations below | | 11 |

Web Designer Concentration

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/CAT-56A | Designing Web Graphics | 3 |
| or | | |
| CIS-CAT-78A | Introduction to Adobe Photoshop | 3 |
| or | | |
| ADM-71 | Adobe Photoshop | 3 |
| Electives | Choose from the list below | 5 |

Concentration Electives (5 units)

| | | |
|------------|---|---|
| CIS/CAT-81 | Introduction to Desktop Publishing using Adobe InDesign | 3 |
| or | | |
| ADM-63 | Adobe InDesign | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| or | | |
| ADM-77A | Adobe Illustrator | 3 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-89 | Applied Digital Media Portfolio | 1 |

Web Developer Concentration**Concentration Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- Use PHP to enhance a web site's capabilities by creating data driven web page content, custom form validation and processing, and database manipulation.

| Concentration Required Courses (11 units) | | Units |
|---|----------------------------------|-------|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: Java Script | 3 |
| Electives | (Choose from the list below) | 5 |

Concentration Electives (5 units)

| | | |
|-------------|---|-----|
| CIS/CAT-56A | Designing Web Graphics | 3 |
| or | | |
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| or | | |
| ADM-71 | Adobe Photoshop | 3 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| or | | |
| ADM-67 | Web Animation with Flash | 3 |
| CIS-54B | Flash Scripting | 3 |
| CIS-72C | Introduction to XML | 1.5 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-89 | Applied Digital Media Portfolio | 1 |

DENTAL ASSISTANT

This program prepares individuals to provide patient care, take dental radiographs (x-ray), prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.

DENTAL ASSISTANT (M)**MAS621/MCE621****Certificate Program****Program Learning Outcomes**

Upon successful completion of this certificate program, students should be able to:

- Collect diagnostic data and perform clinical supportive treatments as outlined by the State Dental Practice Act
- Perform business office procedures as related to dental practices
- Adhere to the ADAA's Code of Ethical Conduct and apply this to established ethical, legal and regulatory concepts for dental assisting
- Apply self-assessment skills to promote life-long learning
- Demonstrate interpersonal and communication skills to effectively interact with diverse population

| Required Courses (36 units) | | Units |
|-----------------------------|--|-------|
|-----------------------------|--|-------|

Fall:

| | | |
|--------|--|-----|
| DEA-10 | Introduction to Dental Assisting and Chairside assisting | 4 |
| DEA-20 | Infection Control for Dental Assistants | 2 |
| DEA-21 | Introduction to Radiology for Dental Assistants | 2 |
| DEA-22 | Introduction to Supervised Externships | 1.5 |
| DEA-23 | Introduction to Dental Sciences | 3 |
| DEA-24 | Dental Materials for the Dental Assistant | 2 |
| ENG-50 | Or Higher + | 4 |

Winter:

| | | |
|--------|---|-----|
| DEA-30 | Intermediate Chairside Dental Assisting | 2 |
| DEA-31 | Radiology for Dental Assistants | 1.5 |
| DEA-32 | Intermediate Supervised Externships | 1 |

Spring:

| | | |
|---------|---|-----|
| DEA-40A | Advanced Chairside Surgical Dental Assistant | 3.5 |
| DEA-40B | Advanced Chairside Orthodontic Dental Assistant | 3 |
| DEA-40C | Advanced Chairside Restorative Dental Assistant | 5 |
| DEA-41 | Dental Office Procedures | 1.5 |

+ This course may be taken prior to entrance into the Dental Assistant Program.

Associate in Science Degree

The Associate in Science Degree in Dental Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

DENTAL HYGIENE

This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

DENTAL HYGIENE (M) MAS724

Program prerequisites: Anatomy and Physiology 2A, Anatomy and Physiology 2B, Communication Studies 1, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Microbiology 1, Kinesiology 4, Psychology 1, and Sociology 1.

Associate in Science Degree

Required Courses (60.5 units) Units

First Semester Courses:

| | | |
|---------|--|-----|
| DEH-10A | Pre-Clinic Dental Hygiene #1 | 2.5 |
| DEH-11 | Principles of Dental Hygiene | 2 |
| DEH-12A | Principles of Oral Radiology | 1 |
| DEH-12B | Oral Radiology Laboratory | 1 |
| DEH-13 | Infection Control in Dentistry | 1 |
| DEH-14 | Systems Analysis of Dental Anatomy Morphology, Histology, Embryology | 3.5 |
| DEH-15 | Head and Neck Anatomy | 2 |
| DEH-16 | Preventive Dentistry | 1 |
| DEH-17 | General Pathology | 2 |

First Winter Intersession Courses:

| | | |
|---------|------------------------------|-----|
| DEH-10B | Pre-Clinic Dental Hygiene #2 | 1 |
| DEH-19 | Pain Control | 1.5 |

Second Semester Courses:

| | | |
|---------|---|---|
| DEH-20A | Clinical Dental Hygiene #1 | 3 |
| DEH-21 | Clinical Seminar #1 | 1 |
| DEH-22 | Oral Radiology Interpretation | 1 |
| DEH-23 | Introduction to Periodontology | 2 |
| DEH-24 | Ethics | 1 |
| DEH-25 | Medical/Dental Emergencies | 1 |
| DEH-26 | Dental Treatment of Geriatric and Medically Compromised | 2 |
| DEH-27 | Oral Pathology | 3 |
| DEH-28 | Basic and Applied Pharmacology | 2 |

Summer Session Courses:

| | | |
|---------|----------------------------|---|
| DEH-20B | Clinical Dental Hygiene #2 | 1 |
|---------|----------------------------|---|

Third Semester Courses:

| | | |
|---------|--|-----|
| DEH-30A | Clinical Dental Hygiene #3 | 3.5 |
| DEH-31 | Clinical Seminar #2 | 1 |
| DEH-32 | Dental Materials | 2.5 |
| DEH-33 | Periodontology | 1 |
| DEH-34 | Community Dental Health Education #1 | 1 |
| DEH-35 | Community Dental Health Education Practicum #1 | 1 |

| | | |
|--------|------------------------|---|
| DEH-36 | Research Methodology | 2 |
| DEH-37 | Nutrition in Dentistry | 1 |

Second Winter Intersession Courses:

| | | |
|---------|----------------------------|---|
| DEH-30B | Clinical Dental Hygiene #4 | 1 |
|---------|----------------------------|---|

Fourth Semester Courses:

| | | |
|--------|--|---|
| DEH-40 | Clinical Dental Hygiene #5 | 4 |
| DEH-41 | Clinical Seminar #3 | 1 |
| DEH-42 | Practice Management and Jurisprudence | 2 |
| DEH-43 | Advanced Periodontology | 1 |
| DEH-44 | Community Dental Health Education #2 | 1 |
| DEH-45 | Community Dental Health Education Practicum #2 | 1 |
| DEH-46 | Advanced Topics in Dental Hygiene | 1 |

Associate in Science Degree

The Associate in Science Degree in Dental Hygiene will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

DENTAL LABORATORY TECHNOLOGY

This program provides individuals, under the supervision of dentists, to design and construct dental prostheses such as caps, crowns, bridges, dentures, splints, and orthodontic appliances. This includes instruction in dental anatomy, dental materials, ceramics technology, impressions, complete dentures, partial dentures, orthodontics, crowns and bridges, sculpture, bonding and assembly techniques, and equipment operation.

DENTAL LABORATORY TECHNOLOGY (M) MAS723/MCE723 Certificate Program

Required Courses (37 units) Units

| | | |
|---------|---|---------|
| DEN-70 | Introduction to Dental Technology | 2 |
| DEN-71 | Dental Morphology | 3 |
| DEN-72A | Dental Materials I | 1 |
| DEN-72B | Dental Materials II | 1 |
| DEN-74 | Dental Anatomy and Physiology | 1 |
| DEN-75A | Complete Denture Techniques I | 3 |
| DEN-75B | Complete Denture Techniques II | 3 |
| DEN-77A | Removable Partial Denture Techniques I | 3 |
| DEN-77B | Removable Partial Denture Techniques II | 3 |
| DEN-79A | Crown and Bridge Techniques I | 3 |
| DEN-79B | Crown and Bridge Techniques II | 3 |
| DEN-82 | Dental Laboratory Management | 1 |
| DEN-85 | Orthodontic/Pedodontic Techniques | 3 |
| DEN-89A | Dental Ceramics I | 3 |
| DEN-89B | Dental Ceramics II | 3 |
| DEN-200 | Dental Technology Work Experience | 1-2-3-4 |

Associate in Science Degree

The Associate in Science Degree in Dental Laboratory Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD EDUCATION

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

EARLY CHILDHOOD EDUCATION (MNR) **MASS44/MCE544**

This program provides an educational and practical foundation for students interested in working with children from infancy to third grade. In addition to theoretical principles the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. As students progress through the program they fulfill required coursework for the California Child Development permit and for the Early Childhood education/Assistant certificate, and Early Childhood Education 12 Core Units certificate.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.

| Required Courses (31 units) | | Units |
|-----------------------------|---|-------|
| EAR-19 | Observation and Assessment in Early Childhood Education | 3 |
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-25 | Teaching in a Diverse Society | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-30 | Practicum in Early Childhood Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|--------|--|----|
| EAR-23 | Family Home Child Care Program | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-37 | School Age Child Care | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-39 | Mentor Seminar | .5 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| EAR-44 | Administration Of Early Childhood Programs I | 3 |
| EAR-45 | Administration Of Early Childhood Programs II | 3 |
| EAR-47 | Childhood Stress and Trauma | 3 |
| EAR-52 | Parenting: Parents as Teachers | 1 |
| EAR-53 | Parenting: Guiding Young Children-Approaches to Discipline | 2 |
| EAR-54 | Parenting: Contemporary Parenting Issues | 1 |
| EAR-55 | Parenting: Common Problems in Infancy and Childhood | 1 |
| ART-3 | Art for Teachers | 3 |
| EDU-1 | Teaching in the Multicultural Classroom | 3 |
| EDU-3 | Introduction to Literacy Instruction | 3 |
| EDU-4 | Introduction to Literacy/Service Learning | 1 |
| ENG-30 | Children's Literature | 3 |
| KIN-6 | Introduction to Physical Education for Preschool and Elementary Children | 3 |
| KIN-30 | First Aid and CPR | 3 |
| MUS-1 | Teaching Music to Young Children | 3 |
| SOC-45 | Childhood and Culture | 3 |

Child Development Permit

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate in Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see www.academic.rcc.edu/earlychild/permit.jsp

Associate in Science Degree

The Associate in Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD INTERVENTION (MNR) MAS601/MCE601 ASSISTANT

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

| Required Courses (31 units) | | Units |
|-----------------------------|--|-------|
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| Electives | (Choose from list below) | 6 |

| Electives (6 units) | | Units |
|---------------------|---|-------|
| EAR-19 | Observation and Assessment in Early Childhood Education | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-44 | Administration Of Early Childhood Programs I | 3 |
| EAR-47 | Childhood Stress and Trauma | 3 |

Associate in Science Degree

The Associate in Science Degree in Early Childhood Intervention Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

EARLY CHILDHOOD EDUCATION (MNR) MCE795

ASSISTANT TEACHER

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 / (MNR) MCE797

TWELVE CORE UNITS

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) MCE681

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| EAR-20 | Child Development | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-35 | Internship in Infant and Toddler Care | 3 |

EDUCATION PARAPROFESSIONAL

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

EDUCATION PARAPROFESSIONAL (MR) MAS603/MCE603**Certificate Program**

| Required Courses (28-30 units) | | Units |
|--------------------------------|---|-------|
| EDU-1 | Teaching in the Multicultural Classroom | 3 |
| EDU-3 | Introduction to Literacy Instruction | 3 |
| EDU-4 | Introduction to Literacy/Service Learning | 1 |
| COM-1/1H | Public Speaking | 3 |
| or | | |
| COM-9/9H | Interpersonal Communication | 3 |
| EAR-20 | Child Growth and Development | 3 |
| ENG-1A/1AH | English Composition | 4 |
| or | | |
| ENG-50 | Basic English Composition | 4 |
| HIS-6/6H | Political and Social History of the United States | 3 |

or

| | | |
|-----------|---|---|
| HIS-7/7H | Political and Social History of the United States | 3 |
| Electives | (Choose from the list below) | 8 |

Recommended Electives (8-10 units)

| | | |
|--------|------------------------------|---|
| EAR-26 | Health, Safety and Nutrition | 3 |
| ENG-30 | Children's Literature | 3 |
| KIN-30 | First Aid and CPR | 3 |
| SPA-3N | Spanish for Spanish Speakers | 5 |

Associate in Science Degree

The Associate in Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EMERGENCY MEDICAL SERVICES

This program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. This includes instruction in basic, intermediate, and advanced EMS procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personal supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of disease and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

PARAMEDIC (M)**MAS585/MCE585****Certificate Program**

| Required Courses (49.5 units) | | Units |
|-------------------------------|--|-------|
| EMS-60 | Patient Assessment and Airway Management | 4 |
| EMS-61 | Introduction to Medical Pathophysiology | 3 |
| EMS-62 | Emergency Pharmacology | 4 |
| EMS-63 | Cardiology | 4 |
| EMS-70 | Trauma Management | 4 |
| EMS-71 | Clinical Medical Specialty I | 2.5 |
| EMS-80 | Medical Emergencies | 4.5 |
| EMS-81 | Special Populations | 4.5 |
| EMS-82 | Special Topics | 2 |
| EMS-83 | Clinical Medical Specialty II | 2.5 |
| EMS-90 | Assessment Based Management | 4.5 |
| EMS-91 | Paramedic Field Internship | 10 |

Associate in Science Degree

The Associate in Science Degree in Paramedic will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:

EMERGENCY MEDICAL TECHNICIAN (M) MCE801

Certificate Program

| Required Courses (7 units) | | Units |
|----------------------------|---|-------|
| EMS-50 | Emergency Medical Services-Basic | 6 |
| EMS-51 | Emergency Medical Services-Basic Clinical /Field | 1 |

FIRE TECHNOLOGY

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.

CHIEF OFFICER (M)

MAS826/MCE826

Certificate Program

| Required Courses (19.5 units) | | Units |
|-------------------------------|--|-------|
| FIT-C2A | Command 2A, Command Tactics At Major Fires | 2 |
| FIT-C2B | Command 2B, Management of Major Hazardous Materials Incidents | 2 |
| FIT-C2C | Command 2C, High Rise Fire Tactics | 2 |
| FIT-C2D | Command 2D, Planning for Large Scale Disasters | 2 |
| FIT-C2E | Command 2E, Wild Land Firefighting Tactics | 1 |
| FIT-C40 | Advanced Incident Command System (I-400) | .5 |
| FIT-M2A | Organizational Development and Human Relations | 2 |
| FIT-M2B | Fire Management 2B, Fire Service Financial Management | 2 |
| FIT-M2C | Management 2C, Personnel and Labor Relations | 2 |
| FIT-M2D | Fire Management 2D, Master Planning in the Fire Science | 2 |
| FIT-M2E | Contemporary Issues and Concepts | 2 |

Associate in Science Degree

The Associate in Science Degree in Fire Technology, Chief Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIRE OFFICER (M)

MAS827/MCE827

Certificate Program

| Required Courses (18.5 units) | | Units |
|-------------------------------|--|-------|
| FIT-A1A | Fire Investigation 1A | 2 |
| FIT-C1A | Command 1A, Command Principles for Command Officers | 2 |
| FIT-C1B | Command 1B, Command Operations for the Company Officer | 2 |
| FIT-C1C | Fire Command 1C, I-Zone Firefighting for Company Officers | 2 |
| FIT-C30 | Intermediate Incident Command System (I-300) | .5 |
| FIT-I1A | Instructor 1A, Instructional Techniques | 2 |
| FIT-I1B | Instructor 1B, Instructional Techniques | 2 |
| FIT-M1 | Fire Management 1, Management/ Supervision for Company Officers | 2 |

| | | |
|---------|--|---|
| FIT-P1A | Prevention 1A, Fire Inspection Practices | 2 |
| FIT-P1B | Prevention 1B, Code Enforcement | 2 |

Associate in Science Degree

The Associate in Science Degree in Fire Technology, Fire Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIRE TECHNOLOGY (M)

MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout "Watch Out"; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

| Required Courses (23 units) | | Units |
|-----------------------------|--|-------|
| FIT-1 | Fire Protection Organization | 3 |
| FIT-2 | Fire Behavior and Combustion | 3 |
| FIT-3 | Fire Protection Equipment and Systems | 3 |
| FIT-4 | Building Construction for Fire Protection | 3 |
| FIT-5 | Fire Prevention | 3 |
| FIT-7 | Principles of Fire and Emergency Services Safety | 3 |
| Electives | (Choose from list below) | 5 |
| Electives (5 units) | | |
| EMS-50 and 51 | Emergency Medical Services-Basic and Clinical/Field | 7 |
| FIT-8 | Strategies and Tactics | 3 |
| FIT-9 | Fire Ground Hydraulics | 3 |
| FIT-14 | Wildland Fire Control | 3 |
| FIT-A1A | Fire Investigation 1A | 2 |
| FIT-C1A | Command 1A, Command Prin for Com Officers | 2 |
| FIT-C1B | Command 1B, Command Operations for the Company Officer | 2 |
| FIT-C1C | Fire Com 1C, I-Zone Firefighting for Com Off | 2 |
| FIT-C30 | Intermediate Incident Command System (I-300) | .5 |
| FIT-I1A | Instructor 1A, Instructional Techniques | 2 |
| FIT-I1B | Instructor 1B, Instructional Techniques | 2 |
| FIT-M1 | Fire Management 1, Management/Supervision for Company Officers | 2 |
| FIT-P1A | Prevention 1A, Fire Inspection Practices | 2 |
| FIT-P1B | Prevention 1B, Code Enforcement | 2 |
| CON-61 | Materials of Construction | 3 |
| GEG/PHS-5 | Weather and Climate | 3 |
| KIN-35 | Foundation for Fitness and Wellness | 3 |
| MAG-44 | Principles of Management | 3 |
| PHI-12 | Intro to Ethics: Contemporary Moral Issues | 3 |

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

Associate in Science Degree

The Associate in Science Degree in Fire Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIREFIGHTER ACADEMY (M) MAS669/MCE669

Certificate Program

| Required Courses (19 units) | | Units |
|-----------------------------|---------------------------|-------|
| FIT-S3 | Basic Firefighter Academy | 19 |

Associate in Science Degree

The Associate in Science Degree in Fire Academy will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

HUMAN SERVICES

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

HUMAN SERVICES (MR)

MAS663/MCE663

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

| Required Courses (20 units) | | Units |
|-----------------------------|---|---------|
| HMS-4 | Introduction to Human Services | 3 |
| HMS-5 | Introduction to Evaluation and Counseling | 3 |
| HMS-6 | Introduction to Case Management | 3 |
| HMS-8 | Introduction to Group Process | 3 |
| HMS-16 | Public Assistance and Benefits | 1 |
| HMS-200 | Human Services Work Experience | 1-2-3-4 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|--------|---|---|
| HMS-7 | Introduction to Psychosocial Rehabilitation | 3 |
| HMS-13 | Employment Support Strategies | 3 |
| HMS-14 | Job Development | 3 |
| HMS-18 | Introduction to Social Work | 3 |
| HMS-19 | Generalist Practices of Social Work | 3 |

Associate in Science Degree

The Associate in Science Degree in Human Services will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

GENERAL BUSINESS

See [BUSINESS ADMINISTRATION](#)

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:

EMPLOYMENT SUPPORT SPECIALIZATION (MR) MCE802

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

Certificate Program

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

| Required Courses (4 units) | | Units |
|----------------------------|--------------------------------|-------|
| HMS-13 | Employment Support Strategies | 3 |
| HMS-16 | Public Assistance and Benefits | 1 |

MANAGEMENT

See [BUSINESS ADMINISTRATION](#)

MARKETING

See [BUSINESS ADMINISTRATION](#)

MEDICAL ASSISTING

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

ADMINISTRATIVE/CLINICAL MEDICAL (M) ASSISTING MAS718/MCE718

Certificate Program

| Required Courses (22 units) | | Units |
|-----------------------------|---|-------|
| MDA-1A | Medical Terminology IA | 3 |
| MDA-1B | Medical Terminology IB | 3 |
| MDA-54 | Clinical Medical Assisting and Pharmacology | 5 |
| MDA-59 | Medical Office Procedures | 5 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|---------------|--|---|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| BUS/CAT/CIS-3 | Computer Applications for Business | 3 |
| CAT-50 | Keyboarding and Document Processing | 3 |
| CAT/CIS-84 | WordPerfect for Windows | 3 |

Associate in Science Degree

The Associate in Science Degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

MEDICAL TRANSCRIPTION (M)

MAS701/MCE701

The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.

Certificate Program

| Required Courses (26 units) | | Units |
|-----------------------------|--|-------|
| AMY-10 | Survey of Human Anatomy and Physiology | 3 |
| MDA-1A | Medical Terminology IA | 3 |
| MDA-1B | Medical Terminology IB | 3 |
| MDA-58A | Medical Transcription | 5 |
| CAT-30 | Business English | 3 |
| Electives | (Choose from list below) | 9 |

Electives (9 units)

| | | |
|---------------|---|---|
| MDA-58B | Advanced Medical Transcription | 3 |
| MDA-60 | Survey of Human Diseases | 2 |
| MDA-61 | Pharmacology for Medical Office Personnel | 2 |
| BUS/CAT/CIS-3 | Computer Applications for Business | 3 |
| CAT-50 | Keyboarding and Document Processing | 3 |
| CAT/CIS-84 | Word Processing: WordPerfect for Windows | 3 |

Associate in Science Degree

The Associate in Science Degree in Medical Assisting/Medical Transcription will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

MUSIC

The Associate in Arts in Music from Moreno Valley College offers students a systematic plan of study for developing skills in music theory, musicianship, music literature, collaborative performance, and keyboard proficiency. The program provides students with broad knowledge of the field of film music and/or Western musical history through listening and writing and opportunities to focus on preparation for specific career paths, such as music therapy, musicology, independent studio teaching, or general music. Students planning to transfer to a four-year institution and major in music should consult with a counselor regarding the transfer process and lower division requirements.

MUSIC (M) MAA564**Associate in Arts Degree****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate proficiency in musicianship skills including functional keyboard skills.
- Successfully communicate within the music environment using notation, computer skills, written expression, and oral communication skills.
- Analyze and evaluate notated music using appropriate symbols.
- Compare historical style periods in Western concert from the Middle Ages to the present or to compare film music styles with other styles of music.
- Prepare stylistically sensitive performance interpretations on an instrument or voice.

Required Courses (18-20 units)

| Core Requirements (12-13 units) | | Units |
|--|------------------------------|--------------|
| MUS-4 | Music Theory I | 4 |
| MUS-22 | Survey of Music Literature | 3 |
| MUS-19 | Music Appreciation | 3 |
| or | | |
| MUS-26 | Film Music Appreciation | 3 |
| Electives | (choose from the list below) | 2-3 |

Electives (2-3 units)

| | | |
|--------|----------------------------------|---|
| MUS-30 | Class Voice | 1 |
| MUS-31 | College Choir | 1 |
| MUS-32 | Class Piano | 1 |
| MUS-37 | Class Guitar | 1 |
| MUS-38 | Beginning Applied Music Training | 2 |
| MUS-39 | Intermediate Applied Music | 3 |
| MUS-57 | Gospel Singers | 1 |
| MUS-58 | Gospel Choir | 1 |
| MUS-77 | Guitar Ensemble | 2 |

In addition choose and complete courses from one emphasis below:

Music History Emphasis

| Core Requirements | | 12-13 |
|--------------------------|---|--------------|
| and | | |
| MUS-20 | Great Composers and Masterpieces of Music to 1820 | 3 |
| MUS-21 | Great Composers/Music Masterpieces After 1820 | 3 |

Music Therapy Emphasis

| Core Requirements | | 12-13 |
|--------------------------|--|--------------|
| and | | |
| MUS-5 | Music Theory II | 4 |
| MUS-32 | Class Piano (course must be taken two times) | 2 |

General Music Emphasis

| Core Requirements | | 12-13 |
|--------------------------|------------------------------|--------------|
| and | | |
| MUS-5 | Music Theory II | 4 |
| Electives | (choose from the list below) | 2-3 |

Electives (2-3 units)

| | | |
|--------|----------------------------------|---|
| MUS-30 | Class Voice | 1 |
| MUS-31 | College Choir | 1 |
| MUS-32 | Class Piano | 1 |
| MUS-37 | Class Guitar | 1 |
| MUS-38 | Beginning Applied Music Training | 2 |
| MUS-39 | Intermediate Applied Music | 3 |
| MUS-57 | Gospel Singers | 1 |
| MUS-58 | Gospel Choir | 1 |
| MUS-77 | Guitar Ensemble | 2 |

Associate in Arts Degree

The Associate in Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

PHYSICIAN ASSISTANT

This program prepares individuals academically and clinically to provide health care services with direction and supervision of a physician. Physician Assistants provide a broad range of medical services to include history taking, physical assessment, surgery assist, and diagnostic, preventive and therapeutic interventions. This includes basic medical, clinical, behavioral and social sciences; introduction of patient assessment; supervised clinical practice in family medicine, pediatrics, women health, general surgery, psychiatry, and behavioral medicine; health policy and professional practice issues; and the delivery of health care services to home-bound patients, rural populations, underserved populations.

PHYSICIAN ASSISTANT (M)**MAS501/MCE501**

Prior to acceptance to the Physician Assistant Program students must complete prerequisites in physics, chemistry, algebra, English, anatomy and physiology, microbiology, sociology or cultural anthropology and psychology. It is highly recommended that students complete Abnormal Psychology and Medical Terminology prior to entering the program. Anatomy and physiology and microbiology must have been taken within the last five years with a combined GPA of 2.7. An overall GPA of 2.5 is required in other general education courses. A minimum of 2,000 hours paid "hands-on" patient care experience in the disciplines of medicine, nursing or allied health is also required.

Certificate Program**Program Learning Outcomes**

Upon completion of the physician assistant program students should be able to:

- analyze etiologies, risk factors, underlying pathologic process, and epidemiology for adult and pediatric medical conditions
- analyze and synthesize the history, physical findings, and diagnostic studies to formulate a differential diagnosis
- identify and evaluate signs and symptoms and select and analyze appropriate diagnostic studies to determine the most likely diagnosis of a medical condition
- manage general medical and surgical conditions integrating knowledge about the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- utilize appropriate screening methods of disease processes in asymptomatic individuals to and discuss concepts of health promotion and disease prevention
- differentiate between the normal and abnormal anatomic, physiological, and diagnostic data and the relevance of the findings
- provide competent health care to patients with acute and chronic conditions
- provide culturally sensitive and culturally responsive health care to a diverse patient population and demonstrate caring and respectful behaviors when interacting with patients and their families
- develop informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- counsel and educate patients and their families on health care
- perform competent medical and surgical procedures considered essential in the area of practice
- create and sustain a therapeutic and ethically sound relationships with patients utilizing effective listening, nonverbal, verbal and writing skills to elicit and provide information
- collaborate effectively with physicians, other disciplinary team members, and professional groups to provide patient centered patient care
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- demonstrate competent documentation concerning the patient care process for medical, legal, quality assurance and financial purposes
- integrate the legal and regulatory guidelines into the professional role of the physician assistant and show sensitivity and responsiveness to
- demonstrate respect, compassion and integrity for the patient, society, and the PA profession
- demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care
- establish, appraise, and integrate evidence from scientific studies related to the patients' health problem
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- distinguish biases related to gender, culture, cognitive, emotional, and physical limitations in themselves and others
- utilize information technology and medical information to

support patient care decisions and patient education and to provide efficient patient care

- demonstrate cost-effective health care and resource allocation that does not compromise quality of care.

| Required Courses (91.5 units) | | Units |
|-------------------------------|------------------------------------|-------|
| PHT-1 | Applied Clinical Skills | 2 |
| PHT-2 | Medicine Science I | 6.5 |
| PHT-3 | History and Physical Assessment I | 4 |
| PHT-4 | Applied Clinical Skills II | 4 |
| PHT-5 | Medicine Science II | 6.5 |
| PHT-6 | History and Physical Assessment II | 4 |
| PHT-7 | Medical Pharmacology | 4 |
| PHT-8 | Applied Clinical Skills III | 3 |
| PHT-9 | Medicine Science III | 6.5 |
| PHT-10 | Clinical Nutrition | 3 |
| PHT-11 | Internal Medicine I | 6 |
| PHT-12 | Internal Medicine II | 6 |
| PHT-13 | General Surgery | 4 |
| PHT-14 | Surgery II | 6 |
| PHT-15 | Pediatrics | 6 |
| PHT-16 | Obstetrics/Gynecology | 6 |
| PHT-17 | Family Practice | 6 |
| PHT-18 | Psychiatry/Mental Health | 4 |
| PHT-19 | Emergency Medicine | 4 |

Associate in Science Degree

The Associate in Science Degree in Physician Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

REAL ESTATE

See [BUSINESS ADMINISTRATION](#)

SPEECH LANGUAGE PATHOLOGY

SPEECH LANGUAGE PATHOLOGY ASSISTANT (M) MAS697/MCE697

This program prepares individuals to apply technical knowledge and skills at an entry-level to assist speech-language pathologists in treating disorders of communication. This includes introductory instruction in communicative disorders related to: articulation/phonological disorders; language disorders in children and adults; fluency disorders, voice disorders, especially those related to vocal abuse; Hearing disorders and the effect on communication.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of major categories of communication disorders, including etiology and some remedial techniques;
- Demonstrate functional knowledge of the therapeutic process;
- Demonstrate ability to carry out a treatment protocol;
- Demonstrate skills needed to assist in the management of speech-language pathology programs and services;
- Demonstrate functional knowledge of professional responsibilities and ethical behavior appropriate for the speech-language pathology assistant.

| Required Courses (18 units) | | Units |
|-----------------------------|--|-------|
| SLP-1 | Foundations of Speech-Language Pathology Assisting | 4 |
| SLP-2 | Remediation: Hearing and Speech Disorders | 4 |
| SLP-3 | Remediation: Language, Literacy and Communication | 4 |
| SLP-4 | Field Work in Speech-Language Pathology Assisting | 3 |
| SLP-5 | SLPA Workplace Issues | 3 |

Associate in Science Degree

The Associate of Science Degree in Speech Language Pathology Assistant 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.

The program of instruction is divided into major categories:

IGETC

Intersegmental general education transfer curriculum is a series of courses that RCCD students may use to satisfy lower division general education requirements at any CSU or UC campus. IGETC provides an option to the California State University general education requirements and replaces the University of California Transfer Code Curriculum.

UC/CSU

These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three colleges. When in doubt, students are advised to confer with a counselor.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

DELIVERY METHODS

A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as hybrid classes and online classes (taught entirely online utilizing computer and Internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 52A, 52B, 52C, 62A, 62B, 62C, 81; Nursing-Registered 11A, 11B, 11C, 12A, 12B, 12C; Reading 81, 82, 83, 86, 87, and 95) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NON-CREDIT

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

REPEATING A COURSE

Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times.

LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

Prerequisite - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better, P or CR). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of C or better, P (Pass). C-, D, F, FW, NP (No Pass), or I are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math

52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

Corequisite - When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (951) 222-8808.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.

ACCOUNTING

ACC-1A - Principles of Accounting, I 3 units UC, CSU

Prerequisite: None.

Advisory: BUS-20.

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

ACC-1B - Principles of Accounting, II 3 units UC, CSU

Prerequisite: ACC-1A.

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting 3 units CSU

Prerequisite: ACC-1A.

Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures and the impact of automation on capital budgeting decisions. 54 hours lecture.

ACC-55 - Applied Accounting/Bookkeeping 3 units (Same as CAT-55)

Prerequisite: None.

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, Or Pass/No Pass option.)

- ACC-61 - Cost Accounting** **3 units**
CSU
Prerequisite: ACC-1B.
 Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.
- ACC-62 - Payroll Accounting** **3 units**
CSU
Prerequisite: ACC-1A.
 Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.
- ACC-63 - Income Tax Accounting** **3 units**
CSU
Prerequisite: None.
 Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.
- ACC-65 - Computerized Accounting** **3 units**
CSU
Prerequisite: ACC-1A.
Advisory: CIS-1A.
 An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture.
- ACC-66 - Non-Profit and Governmental Accounting** **3 units**
CSU
Prerequisite: ACC-1A.
Advisory: BUS-20.
 A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.
- ACC-200 - Accounting Work Experience** **1-2-3-4 units**
CSU*
Prerequisite: None.
Advisory: Students should have paid or voluntary employment.
 This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ADMINISTRATION OF JUSTICE

- ADJ-1 - Introduction to the Administration of Justice** **3 units**
UC, CSU
Prerequisite: None.
 The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.
- ADJ-2 - Principles and Procedures of the Justice System** **3 units**
CSU
Prerequisite: None.
 The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.
- ADJ-3 - Concepts of Criminal Law** **3 units**
UC, CSU
Prerequisite: None.
 Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.
- ADJ-4 - Legal Aspects of Evidence** **3 units**
CSU
Prerequisite: None.
 Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.
- ADJ-5 - Community Relations** **3 units**
UC, CSU
Prerequisite: None.
 An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.
- ADJ-13 - Criminal Investigation** **3 units**
CSU
Prerequisite: None.
 Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.

ADJ-15 - Narcotics 3 units

CSU

Prerequisite: None.

A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

ADJ-200 - Administration of Justice 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.

BASIC PEACE OFFICER TRAINING ACADEMY

The Basic Peace Officer Training Academy was established in Riverside under the administration of Riverside Community College in the spring of 1953. This program provides practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state, and federal level. The Basic Academy serves eleven counties in Southern California.

The Basic Academy is offered three times per year, forty hours per week, for 22 to 23-week periods. Upon successful completion of the course the college awards 18 units of college credit and the California Commission on Peace Officer Standards and Training issues the Basic Peace Officer's Certificate.

For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (951) 571-6316.

ADJ-A3A - Child Abuse Investigations 2 units*Prerequisite: None.*

This course is designed to provide the student with an overview of the child abuse investigative process. The course will focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture.

ADJ-A5A - Bicycle Patrol .5 unit*Prerequisite: None.*

This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. 32 hours laboratory.

ADJ-A6A - Interview and Interrogation Course .25 unit*Prerequisite: None.*

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses and suspects in a field setting. Methods for preparing for an interview, establishing rapport with people and interview strategies will be discussed. Additionally, methods for using a tape recorder and methods for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. 6 hours lecture and 2 hours laboratory.

ADJ-A6B - Advanced Interview and Interrogation Course 1.5 units*Prerequisite: None.*

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions and confessions. 28 hours lecture and 4 hours laboratory.

ADJ-A8A - Field Training Officer 1.5 units*Prerequisite: None.*

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. 32 hours lecture and 8 hours laboratory.

ADJ-A9A - Field Training Officer Update 1 unit*Prerequisite: None.*

This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. 24 hours lecture.

ADJ-A10A - Vice Operations .25 unit*Prerequisite: ADJ-B1B.*

This course is designed as an overview of vice operations for law enforcement personnel. This course will include discussions on prostitution, solicitors of lewd sex acts, massage parlor investigations, pimping and pandering, pornography and bookmaking. 8 hours lecture.

ADJ-A11A - Effective Writing for Law Enforcement .25 unit*Prerequisite: None.*

This course will give the law enforcement student a critical understanding of effective writing skills. The course will cover the various types of documents written by the professional and focus on form. 4 hours lecture and 4 hours laboratory.

ADJ-A13A - Drug Use Recognition 1 unit*Prerequisite: None.*

This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H and S code. The course fulfills the Commission on POST two year, twenty-four hour training requirement for advanced officer training. The course will emphasize public safety when handling incidents involving explosive devices. 20 hours lecture and 4 hours laboratory.

ADJ-A14A - Search Warrant Preparation Workshop .25 unit*Prerequisite: None.*

This course will instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The course will include construction of a "hero section," and supporting documentation needed to receive judicial endorsement. Also, practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory.

ADJ-A14B - Search Warrant Execution Course .25 unit*Prerequisite: None.*

This course presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by Target/Narcotic Teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics and teamwork. Additionally, this course offers the students the ability to practice the concepts taught in this course during "Live Fire" scenarios which are controlled by the staff who are firearms instructors. 2 hours lecture and 6 hours laboratory.

ADJ-A29A - Courtroom Testimony and Demeanor .5 unit*Prerequisite: None.*

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. 9 hours lecture.

ADJ-A31A - Advanced Civil Procedures (POST) 1 unit*Prerequisite: None.*

This course is designed to provide the student with an understanding of advanced civil processes. The course will focus on common writ processes, levy processes, and claims of exemption. 24 hours lecture.

ADJ-A33A - Public Safety Seminar .25 unit*Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety training mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 8 hours lecture.

ADJ-A33B - Public Safety Seminar .5 unit*Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 16 hours lecture.

ADJ-A33C - Public Safety Seminar 1 unit*Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 24 hours lecture.

ADJ-A33E - Public Safety Seminar 2 units*Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 40 hours lecture.

ADJ-A36A - Inland Boating Enforcement 1 unit*Prerequisite: None.*

This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated and the care and safe operation of the patrol boat. 24 hours lecture and 16 hours laboratory.

ADJ-A37A - Latent Fingerprint Retrieval .5 unit*Prerequisite: None.*

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on identification, friction ridges and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces and powder processing vs. chemical processing. 12 hours lecture and 4 hours laboratory.

ADJ-A42A - Crime Scene Investigation .5 unit*Prerequisite: None.*

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of 35 mm camera and its use and function in a crime scene investigation. 16 hours lecture.

ADJ-A43A - Basic Computer-Aided Collision Diagramming Using AutoSketch .5 unit*Prerequisite: None.*

This course is designed to enhance investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. This three-day, hands-on instructional course discusses the principles and operation of AutoSketch, a powerful drawing tool developed by Autodesk. 8 hours lecture and 16 hours laboratory.

ADJ-A44A - Laser Operator .25 unit*Prerequisite: None.*

This course provides students with a review on Doppler radar and the understanding of the historical development, concepts, characteristics, and properties of laser technology. It is designed to teach students the proper use of law enforcement laser in traffic enforcement as well as knowledge and skill for courtroom testimony related to laser use. 6 hours lecture and 2 hours laboratory.

ADJ-A45A - Digital Photography for Law Enforcement .25 unit*Prerequisite: None.*

This course is designed to educate the student in the field of digital photography, as it would pertain to the day-to-day activities of the law enforcement professional. The student will learn the essentials needed for digital photography (i.e. light, area, size of object, and focal distances.) They will also be instructed in the familiarization of the digital camera and the software needed for authenticating and storing digital images. A segment in the rules of evidence as they pertain to digital images will be taught along with the fundamentals of crime scene photography. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only.)

ADJ-A46A - Background Investigation 2 units*Prerequisite: ADJ-B1B.*

This course provides students with basic techniques and legal information necessary to conduct background investigations for law enforcement agencies. Topics covered will include Legal Aspects, Polygraph Examinations, Psychological Evaluation, Background Investigation Process, Role of the Background Investigator and Pre-Background Investigation Interview/Areas of Inquiry. 36 hours lecture.

ADJ-A48A - Basic Investigator's Course 2 units*Prerequisite: ADJ-B1B.*

This course provides students with basic techniques and procedures necessary to perform follow-up criminal investigations, and to understand the available resources that assist the employee's transition to an investigative unit from assignments where the primary focus has been that of an "initial reporter." Total of 40 hours lecture.

ADJ-A50A - Raves and Rave Drugs .25 unit*Prerequisite: None.*

This course provides students with a basic understanding of the growing phenomenon of rave parties. Students will be introduced to history and culture of the rave, its social impact, proper considerations when providing law enforcement at rave events, and an overview of drugs that are commonly found at rave parties. 8 hours lecture.

ADJ-A56A - Elder Abuse/Racial Profiling 1st Responder .25 unit*Prerequisite: None.*

This course provides students with the information they need to successfully investigate elder abuse cases as the initial responder. It provides the student with knowledge in identifying various forms of elder abuse and abuse to dependant adults. It provides information on crime scene management, interview and interrogation techniques and documenting the cases. The course will help the student understand what racial profiling is and show how to avoid participating in it. It will cover various penal codes and amendments that deal with racial profiling and review civil rights history dealing with racial profiling. 8 hours lecture.

ADJ-A57A - Casino-Related Crime Investigation .25 unit*Prerequisite: None.*

This course is designed for the patrol officer/deputy responding to gambling-related and casino/card room crimes and for the investigator assigned to investigate gambling-related offenses. This course will familiarize the law enforcement officer with the history of gaming in California, issues related to tribal casinos, crime trends in the gambling industry, investigative resources, evidence, as well as prosecutorial considerations in investigating gambling offenses. 8 hours lecture. (Pass/No Pass only.)

ADJ-B1A - Introduction to Law Enforcement and Physical Conditioning for Basic Academy Students 1 unit*Prerequisite: None.*

This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory.

ADJ-B1B - Basic Peace Officer Training Academy 39 units*Prerequisite: None.*

Limitation on enrollment: Completion of POST reading and writing skills examination; completion of POST physical fitness assessment; possession of a valid California driver's license; successful completion of a medical examination; and fingerprint clearance through the California State Department of Justice.

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 604 hours lecture and 321 hours laboratory.

ADJ-B3A - Basic Community Service Officer Academy 3 units*Prerequisite: None.*

This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 60 hours lecture and 4 hours laboratory.

ADJ-C1D - Basic Correctional Deputy Academy (C) 13 units*Prerequisite: None.*

The Basic Correctional Deputy Academy provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. 201 hours lecture and 117 hours laboratory.

ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units*Prerequisite: None.*

This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody trained officers. 55 hours lecture and 17 hours laboratory.

ADJ-C3B - Advanced Corrections Perishable Skills Training .25 unit*Prerequisite: None.*

This course is STC certified and is designed to enhance professionalism through continued training in state mandated corrections topics. The students will participate in an assortment of defensive tactic maneuvers and will be required to demonstrate a proficiency of each tactic taught. 2 hours lecture and 10 hours laboratory.

ADJ-C3C - Advanced Corrections Training .5 unit*Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and career advancement through education and training. May be taken a total of 4 times. 12 hours lecture.

ADJ-C4A - Advanced Corrections Training for Supervisors 1 unit*Prerequisite: None*

This mandated STC certified course is designed to enhance the on-the-job skills of the supervisor within corrections. Instruction includes preventing staff misconduct, personnel investigations, and advanced supervisory skills. 24 hours lecture.

ADJ-C5A - Basic Writing Skills for Corrections .5 unit*Prerequisite: None.*

This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memoranda and reports used in institutional settings for documentation will be reviewed. 16 hours lecture and 8 hours laboratory.

ADJ-C6A - Corrections Training Officer 2 units*Prerequisite: None.*

This STC certified course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. 40 hours lecture.

ADJ-C7A - Writing Skills for Correctional V Deputy (Advanced) .5 unit*Prerequisite: None.*

This course is designed to provide the student with additional study in methods of criminal report writing. The course will focus on complex criminal investigations, crime scene organization, evidence preservation and effective criminal report writing. 12 hours lecture and 12 hours laboratory.

ADJ-C8A - Facility Security Training .25 unit*Prerequisite: None.*

This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. 8 hours lecture.

ADJ-C12A - First Aid/CPR Instructor Course 1.5 units*Prerequisite: None.*

This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. 32 hours lecture and 8 hours laboratory.

ADJ-C13A - Stun-Tech R.E.A.C.T. Belt Training .25 unit*Prerequisite: None.*

This course is designed to provide training in the proper utilization of the less-lethal Stun-Tech R.E.A.C.T. belt for controlling potentially violent incarcerated persons. 6 hours lecture and 2 hours laboratory.

ADJ-C18A - Basic Inmate Classification .5 unit*Prerequisite: None.*

This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. 14 hours lecture and 2 hours laboratory.

ADJ-C19 - Corrections Mental Health Training .5 unit*Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and ability to work with mentally ill inmates. May be taken a total of two times. 13 hours lecture and 3 hours laboratory.

ADJ-C20A - Leadership Enhancement 1 unit*Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' ability to work in their current capacity and enhance their leadership skills. This course may be taken two times. 22 hours lecture and 2 hours laboratory.

ADJ-C21A - Corrections Training Officer Update 1 unit*Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections Training Officers' professionalism and ability to train newly hired correctional deputies. May be taken a total of two times. 23 hours lecture and 1 hour laboratory. (Pass/No Pass only.)

ADJ-D1A - Basic Public Safety Dispatch Course 5 units*Prerequisite: None.*

The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Complaint Desk Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency medical service systems. 106 hours lecture and 14 hours laboratory.

ADJ-D1B - Dispatcher Update 1 unit*Prerequisite: ADJ-D1A.*

This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course include updates in civil liability, ethics, suicidal callers and officer safety. 24 hours lecture.

ADJ-D1C - Communications Training Officer 2 units*Prerequisite: ADJ-D1A.*

This course is designed to provide communications trainers with the skills, knowledge, roles and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

ADJ-D3A - Responding to Suicidal Callers V .25 unit*Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers in coping with suicidal callers. Additionally, the student will learn effective strategies in maintaining and building a rapport with mentally disturbed persons who may wish to end their lives, until the responding agency arrives. Students will develop traits and skills in dealing with both the pre- and post- effects of suicidal callers. 8 hours lecture.

ADJ-D4A - Dispatcher Role in Officer Safety .25 unit*Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers learn their role in assisting officers during high-risk incidents. Students will learn strategies to be more helpful and effective when working with field officers during felony stops, response to high-risk calls and building searches. 4 hours lecture and 4 hours laboratory.

ADJ-D5A - Dispatcher Public Safety Advanced .5 unit*Prerequisite: None.*

This course develops dispatchers professionally and personally, by increasing their knowledge, skills and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture.

ADJ-D6A - Crisis Negotiation Concepts .25 unit*Prerequisite: None.*

This course is designed to provide the student with a better understanding of identifying a crisis negotiation situation, as well as the understanding of the principles of crisis negotiation. The student will receive information on the various roles and responsibilities of a dispatcher, responding field units, and the crisis negotiations team. The course will discuss several techniques on how to combat stress during and after a crisis negotiation incident. The course will cover the importance of participating in critical incident debriefing. 8 hours lecture.

ADJ-E1A - Emergency Services Academy 2.5 units*Prerequisite: None.*

This course is designed to provide the student with an overview of Special Weapons and Tactics Team (SWAT) operations. The course will focus on scouting, planning and execution of SWAT operations. 44 hours lecture and 36 hours laboratory.

ADJ-P1A - Probation Officer Core Course 8 units*Prerequisite: None.*

This course is designed to provide an orientation to the role, responsibilities, and resources of the probation officer; to teach basic skills required in performances of the job; and to provide an orientation to the criminal justice system. This is an introductory course for entry level probation officers which meets the requirements of the Standards and Training for Local Corrections and Probation Officer program. 160 hours lecture and 16 hours laboratory.

ADJ-P2A - Juvenile Counselor Core Training 7.5 units*Prerequisite: None.*

Responsibilities of the juvenile institutions counselor; handling emergencies; classification; dealing with assaultive clients; ethnic/cultural factors; indicators of medical physical problems, drug abuse, suicidal tendencies, gang affiliation; understanding the juvenile justice system and process; physical conditioning, daily tasks. This course is required of all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training for Local Corrections and Probation Officer program. 131.5 hours lecture and 28.5 hours laboratory.

ADJ-P4A - Arrest, Search and Seizure 1.5 units*Prerequisite: None.*

This course provides the student with the knowledge and skills necessary to qualify for limited peace officer status powers as required by Penal Code 832. The course will emphasize laws of arrest, search and seizure, evidence and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 30 hours lecture and 10 hours laboratory.

ADJ-R1A2 - Level III Modular Academy Training 6.5 units

Prerequisite: None.

Limitation on enrollment: Fingerprint clearance through California State Department of Justice.

This course is designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (POST) requirements for Level III reserve police certification. 113 hours lecture and 49 hours laboratory.

ADJ-R1B - Level II Reserve Officer Training 11 units

Prerequisite: ADJ-R1A2.

This course is designed to meet the state mandated training requirements to be qualified as a Level II police reserve officer. Curriculum covers victimology and crisis intervention, community relations, crimes against persons, crimes against property, general crime statutes, crimes against the justice system, laws of arrest, search and seizure, presentation of evidence, use of force, weaponless defense, unusual occurrences, hazardous materials, patrol techniques, vehicle pullovers, crimes against children, sex crimes, firearms and chemical agents, weaponless violations, persons with disabilities, crimes in progress, report writing, preliminary investigations and cultural diversity. This course satisfies Peace Officer Standards and Training (POST) requirements for Level II Police Officer certification. 189 hours lecture and 53 hours laboratory.

ADJ-R1C - Level I Modular Academy 17 units

Prerequisite: ADJ-R1B.

Limitation on enrollment: Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I Police Reserve Officer as established by state law. 246 hours lecture and 205 hours laboratory.

ADJ-R5A - Straight Stick Baton Update for Reserves .25 unit

Prerequisite: None.

This course provides the Reserve Officer with an update on the basic techniques for the use of the straight stick baton. 8 hours laboratory. (Pass/No Pass only.)

ADJ-R6A - Oleoresin Capsicum for Reserves .25 unit

Prerequisite: None.

This course provides the Reserve Officer with instruction equivalent to the Basic Academy's presentation on aerosol chemical agents and an introduction to the use and effects of oleoresin capsicum (pepper spray) tear gas. Successful completion of this course is required for authorization to carry OC tear gas by Department Reserves. 3 hours lecture and 1 hour laboratory.

ADJ-S1A - Supervisory Course 4 units

Prerequisite: Completion of ADJ-B1B or equivalent.

A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. 80 hours lecture.

ADJ-T1A - Traffic Collision Investigation: Basic 1.5 units

Prerequisite: None.

A basic traffic collision investigation course which meets the requirements of 40600(A) of the California Vehicle Code. Topics include traffic law, accident reporting, scene management, skid mark diagramming and determining accident cause. The course includes practical exercises. 32 hours lecture and 8 hours laboratory.

ADJ-T1B - Traffic Collision Investigation: Intermediate 1.5 units

Prerequisite: ADJ-B1B, CID and T1A.

A course in the fundamentals of skid mark analysis and documentation which helps students develop advanced skills in accident investigation. The course includes a practical exercise. The class is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. 32 hours lecture and 8 hours laboratory.

ADJ-T1C - Traffic Collision Investigation: Advanced 3.5 units

Prerequisite: None.

This course is designed to introduce the student to the fundamentals of vehicle dynamics. The course will emphasize analyzing evidence, collecting evidence, and preparing documentation. 68 hours lecture and 12 hours laboratory.

ADJ-T1D - Traffic Collision Reconstruction 4 units

Prerequisite: None.

This course is designed to provide the student with the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. 72 hours lecture and 8 hours laboratory.

ADJ-T2A - Radar Operations 1 unit

Prerequisite: None.

This course is designed to train law enforcement personnel in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory.

ADJ-T3A - Driving Under the Influence (DUI) 1 unit

Prerequisite: None.

This course will provide the student with an historical perspective of laws covering persons driving under the influence of alcohol/drugs. The course will introduce the student to DUI statistics, enforcement techniques, handling DUI related traffic collisions and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. 20 hours lecture and 4 hours laboratory.

ADJ-T5A - Techniques of Accident Investigation Training 1.5 units*Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination and vehicle damage assessment. 32 hours lecture and 8 hours laboratory. (Pass/No Pass only.)

ADJ-T10A - Radar Enforcement Training-CHP 1.5 units*Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature and practical operation of police speed control radar. 24 hours lecture and 30 hours laboratory. (Pass/No Pass only.)

ADJ-T13A - Communications Operator Training Phase I 4 units*Prerequisite: ADJ-B1B or CID.*

This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications and elementary operation procedures for Computer Assisted Dispatch (CAD). 40 hours lecture and 120 hours laboratory.

ADJ-T13B - Initial Communication Operator Training - Phase II 2 units*Prerequisite: ADJ-T13A.*

This course provides intermediate-level CHP communications operators with the basic functions of the position. The course will focus on departmental procedures for dispatchers, civil liability, dispatch scenarios, communication techniques and the development of the competent use of the Computer Assisted Dispatch (CAD) systems. 20 hours lecture and 60 hours laboratory.

ADJ-T15A - CPR Refresher Course .25 unit*Prerequisite: ADJ-B1B or CID.*

This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only.)

ADJ-T16A - Communications Operators In-Service 1 unit*Prerequisite: ADJ-B1B or CID.*

This course provides CHP communication operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 25 hours lecture and 15 hours laboratory. (Pass/No Pass only.)

ADJ-T17A - Communications Supervisors Training .5 unit*Prerequisite: ADJ-B1B or CID.*

This course provides CHP communication supervisors with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 15 hours lecture and 25 hours laboratory. (Pass/No Pass only.)

ADJ-T18A - Spanish Language for Public Safety Officers 1 unit*Prerequisite: None.*

This course instructs students in Spanish required by peace officers. Students will learn sufficient command of the language to permit an officer to communicate with Spanish-speaking individuals. Officers must score a minimum of 70% on the written portion of the final examination. 20 hours lecture and 20 hours laboratory.

ADJ-T26A - Civil Disturbance Training (CHP) .25 unit*Prerequisite: None.*

This course provides California Highway Patrol personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. 3 hours lecture and 5 hours laboratory.

ADJ-T31A - Motor Vehicle Inspections-Basic 1.5 units*Prerequisite: ADJ-B1B.*

This course provides a collision investigator with basic information and skills necessary to conduct a mechanical systems inspection of a vehicle involved in a collision. The course covers how to conduct a complete motor vehicle inspection, from headlamps to exhaust system, in order to determine if any of the vehicle systems caused or contributed to the outcome of the incident. 32 hours lecture and 8 hours laboratory.

ADJ-T35A - Speed Determination from Crush Analysis 2 units*Prerequisite: ADJ-T1C.*

This course is designed to assist experienced traffic investigators with analyzing crush deformation and the procedures for measuring vehicles involved in collisions for profile, crush deformation and principle direction of force (PDOF). 36 hours lecture and 4 hours laboratory.

ADJ-T36A - Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles 1 unit*Prerequisite: ADJ-B1B.*

This course emphasizes proper documentation and analysis of physical evidence related to bicycle/pedestrian collisions. 24 hours lecture.

ADJ-T42A - Safety Services Program Update .25 unit*Prerequisite: None.*

This course provides members of the California Highway Patrol with updates on departmental jurisdictional policies, field operations, MOU completion and reimbursable service agreements. 8 hours lecture. (Pass/No Pass only.)

ADJ-T44A - Workplace Violence Prevention Instructor Training 1 unit*Prerequisite: None.*

This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and non-uniformed CHP personnel in identifying and preventing violence in the workplace. 24 hours lecture. (Pass/No Pass only.)

ADJ-T46A - Equal Employment Opportunity (EEO) Counselor/Investigator Recertification .25 unit*Prerequisite: None.*

This course provides annual refresher training for incumbent CHP EEO counselors and investigators covering updates on program trends, case law and other relevant information to maintain appropriate skills and knowledge necessary to provide effective EEO counseling and investigations. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only.)

ADJ-T47A - Enhanced Officer Safety Training (POST) .25 unit*Prerequisite: Basic POST certificate or equivalent.*

This course is designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student's ability to use personal as well as departmental weapons. 2 hours lecture and 6 hours laboratory. (Pass/No Pass only.)

ADJ-T53A - Preliminary Alcohol Screening (PAS) Device Coordinator .25 unit*Prerequisite: None.*

The course provides students with information necessary to maintain and calibrate California Highway Patrol (CHP) departmental PAS devices and perform duties of an area PAS coordinator. 6 hours lecture and 2 hours laboratory.

ADJ-T61A - Communications Training Specialist 1 unit*Prerequisite: None.*

This course provides instruction on how to become communications training instructors. Students are exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 10 hours lecture and 30 hours laboratory. (Pass/No Pass only.)

ADJ-T65A - National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training 1 unit*Prerequisite: None.*

This course provides students with background and instruction necessary to properly install and evaluate safety aspects of a federally approved child safety seat. Upon completion, students will be certified by NHTSA to instruct on proper utilization of child restraint seats. 22 hours lecture and 18 hours laboratory.

ADJ-T70A - CHP-Explorer Academy Level III 3 units*Prerequisite: None.*

This course is third in a series of four designed to provide California Highway Patrol (CHP) explorer cadets with an introduction of a California Highway Patrol Officer's responsibilities. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. 48 hours lecture and 32 hours laboratory.

ADJ-T72A - Radioactive Materials Response and Enforcement Training .5 unit*Prerequisite: None.*

This course provides students with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. 12 hours lecture and 4 hours laboratory.

ADJ-T73A - General Hazardous Materials Inspection and Compliance Training Course 2 units*Prerequisite: None.*

This course provides students with instruction and procedures for inspecting hazardous materials shipments in accordance with hazardous materials regulations. Topics covered will include initiating hazardous material inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. 36 hours lecture and 4 hours laboratory.

ADJ-T75A - Specially Marked Patrol Vehicle (SMPV) Commercial Enforcement Training Class 1 unit*Prerequisite: None.*

This course provides students with knowledge and background necessary for Specialty Marked Patrol Vehicle (SMPV) commercial vehicle violation enforcement in accordance with California Highway Patrol (CHP) policy. 24 hours lecture.

ADJ-W3A - Domestic Terrorism, Threats and Sabotage .25 unit*Prerequisite: None.*

This course provides an overview of major terrorist groups operating in Southern California. The student will learn what recent events that have taken place surrounding the activities of terrorist groups and trends. Some of the more specific topics will cover the identification of types and uses of explosives employed by terrorist organizations. Issues covering the law enforcement response will also be presented. 8 hours lecture.

ADJ-W7A - Rangemaster Course .5 unit*Prerequisite: None.*

Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. 15 hours lecture and 25 hours laboratory.

ADJ-W10A - Firearms .25 unit*Prerequisite: None.*

This course is designed to provide the student with firearms safety factors and precautions, firearms shooting principles including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ-R1B (PC 832 Arrest and firearms). 8 hours lecture and 16 hours laboratory.

ADJ-W14A - Take Down and Ground Control .25 unit*Prerequisite: None.*

This course is designed to provide the student with the skills necessary to achieve physical control of an uncooperative individual with the minimal amount of physical force. The course will emphasize the five basic components in defense and control. 4 hours lecture and 12 hours laboratory.

ADJ-W20A - Less-Lethal Training .5 unit*Prerequisite: None.*

This course will familiarize the student with various types of uses for less-lethal munitions. Emphasis will be placed on general firearms safety measures, equipment safety, legal aspects, use and deployment of less-lethal munitions against noncompliant individuals. 10 hours lecture and 6 hours laboratory.

ADJ-Y1A - Explorer Academy - Basic 2.5 units*Prerequisite: None.*

This course is designed to provide the police explorer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. May be taken a total of four times. 32 hours lecture and 66 hours laboratory.

ADJ-Y1B - Explorer Academy-Advanced 2 units*Prerequisite: ADJ-Y1A.*

This course is designed to provide the police explorer scout with an overview of advanced issues related to the pursuits of law enforcement personnel. The course will focus on physical fitness, advanced report writing, leadership, bicycle patrol, controlled substance abuse, defensive tactics and laws of search and seizure. May be taken a total of four times. 24 hours lecture and 75 hours laboratory.

ADJ-Y5A - Public Safety High School Internship Academy-Part 1 2.5 units*Prerequisite: None.*

Limitation on enrollment: Consent of high school counselor as required by education code.

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the first course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 49 hours lecture and 12 hours laboratory.

ADJ-Y5B - Public Safety High School Internship Academy-Part 2 3.5 units*Prerequisite: None.*

Limitation on enrollment: ADJ-Y5A and consent of high school counselor as required by education code.

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the second course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 60 hours lecture and 33 hours laboratory.

AMERICAN SIGN LANGUAGE**AML-1 - American Sign Language 1 4 units**
UC*, CSU*Prerequisite: None.*

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory. (TBA option)

AML-2 - American Sign Language 2 4 units
UC, CSU*Prerequisite: AML-1.*

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory. (TBA option)

ANATOMY AND PHYSIOLOGY
AMY-2A - Anatomy and Physiology, I **4 units**
 UC, CSU

Prerequisite: None.

First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

AMY-2B - Anatomy and Physiology, II **4 units**
 UC, CSU

Prerequisite: AMY-2A.

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology **3 units**
 CSU

Prerequisite: None.

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

ANTHROPOLOGY
ANT-1 - Physical Anthropology **3 units**
 UC, CSU

Prerequisite: None.

An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. 54 hours lecture.

ANT-2 - Cultural Anthropology **3 units**
 UC, CSU

Prerequisite: None.

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

ANT-4 - Native American Cultures **3 units**
 UC, CSU

Prerequisite: None.

A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture.

ANT-7 - Anthropology of Religion **3 units**
 UC, CSU

Prerequisite: None.

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

ANT-8 - Language and Culture **3 units**
 UC, CSU

Prerequisite: None.

An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture.

ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval **3 units**
 UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary **3 units**
 UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-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-17 - Beginning Drawing **3 units**

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-18 - Intermediate Drawing **3 units**

UC, CSU

Prerequisite: ART-17 or 22.

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-22 - Basic Design **3 units**

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-23 - Design and Color **3 units**

UC, CSU

Prerequisite: ART-17 or 22.

A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-25 - Watercolor Painting **3 units**

UC, CSU

Prerequisite: ART-17 or 22.

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-26 - Beginning Painting **3 units**

UC, CSU

Prerequisite: ART-17 or 22.

An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-27 - Intermediate Painting **3 units**

UC, CSU

Prerequisite: ART-23 or 26.

Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28 - Studio Painting **3 units**

UC, CSU

Prerequisite: ART-26 or 27

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36 - Computer Art **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40 - Figure Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-41 - Figure Painting 3 units

UC, CSU

Prerequisite: ART-17, 26 or 40.

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. May be taken four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-42 - Studio Figure Drawing 3 units

UC, CSU

Prerequisite: ART-40.

Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting 3 units

UC, CSU

Prerequisite: ART-41.

Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-44 – Animation Principles 3 units

CSU

*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-45 - Studio Watercolor Painting 3 units

UC, CSU

Prerequisite: ART-25.

Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory.

ART-48 - Studio Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 18.

Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51 - Animation Production 3 units

CSU

*Prerequisite: ART 17.**Advisory: ART-22 and 40.*

Study of animation principles and filmmaking with emphasis on animation production. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-200 - Art Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ASTRONOMY
AST-1A - Introduction to Astronomy **3 units**
 UC, CSU

Prerequisite: None.

Advisory: High school algebra and geometry.

A descriptive survey of the universe: the earth, planets, moons, meteors, sun, stars, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. 54 hours lecture.

AST-1B - Introduction to the Stars **3 units**
 UC, CSU

Prerequisite: AST-1A.

A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. 54 hours lecture.

BIOLOGY
BIO-1 - General Biology **4 units**
 UC*, CSU

Prerequisite: None.

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-11 - Introduction to Molecular and Cellular Biology (Majors) **5 units**
 UC*, CSU

Prerequisite: CHE-1A or 1AH.

An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes introduction, principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity. 72 hours lecture and 54 hours laboratory.

BIO-12 - Introduction to Organismal and Population Biology (Majors) **5 units**
 UC*, CSU

Prerequisite: BIO-11.

An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-17 - Human Biology **4 units**
 UC, CSU

Prerequisite: None.

A non-major introductory course in biology, which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course is intended to fulfill a transferable general science requirement. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-30 - Human Reproduction and Sexual Behavior **3 units**
 UC, CSU

Prerequisite: None.

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-31A - Regional Field Biology Studies **1 unit**
 CSU

Prerequisite: None.

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 54 hours laboratory.

BIO-31B - Regional Field Biology Studies **2 units**
 CSU

Prerequisite: None.

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 108 hours laboratory.

BIO-34 - Human Genetics **3 units**
 UC, CSU

Prerequisite: None.

Advisory: High school biology or any college life science course with laboratory.

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.



BIOTECHNOLOGY
BIT-1 - Introduction to Biotechnology **1 unit**
CSU

Prerequisite: None.

Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics and safety. 18 hours lecture.

BIT-20 - Introduction to Biotechnology **3 units**
CSU

Prerequisite: None.

This course is designed as a preparation course for students interested in further studies in biotechnology, for entry-level positions. Course material includes an integrated study of the basic principles of biotechnology counting genes and genomes, recombinant DNA technology, and proteins. Students will explore various types of biotechnology and their products with an emphasis on application in medicine, health care and agriculture. Discussions on the biotechnology workforce, and biological challenges of the 21st century including ethical and social implications will be included. 54 hours lecture.

BIT-21 - Laboratory Techniques **3 units**
CSU

Prerequisite: None.

This course is designed as a preparation course in the laboratory settings for students interested in further studies in biotechnology or for entry-level positions. Course material includes fundamentals of good laboratory practice and an associated vocabulary that underline work in biotechnology. Students will receive hands-on experience exploring basic laboratory operations such as preparing solutions and molarity calculations, safety procedures, and data entry skills. 27 hours of lecture and 81 hours laboratory.

BIT-22 - DNA Techniques **2 units**
CSU

Prerequisite: BIT-20.

This course is a lab-centered course exploring DNA techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience working with human and bacterial DNA by extracting, purifying, amplifying and analyzing genomic and plasmid DNA. Course techniques include agarose gel electrophoresis, restriction enzyme digestion, introduction to polymerase chain reaction and elements of bioinformatics pertaining to DNA. 18 hours lecture and 54 hours laboratory.

BIT-23 - Protein Techniques **2 units**
CSU

Prerequisite: BIT-20.

This course is a lab-centered course exploring protein techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience in protein isolation, purification and analysis. Course techniques include spectrophotometric assays, ion-exchange chromatography, colorimetric enzymatic assays, protein gel electrophoresis, introduction to immunodetection assays, and elements of bioinformatics pertaining to proteins. 18 hours lecture and 54 hours laboratory.

BIT-24 - Principles of Culture Techniques **3 units**
CSU

Prerequisite: BIT-20.

This course is a lab-centered course exploring culture techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience in cell and tissue cultures. Course techniques include sterile technique and media preparation for cell and tissue cultures, maintaining cell and tissue culture, and testing cell viability using chemical assays and bright field microscopy. 27 hours lecture and 81 hours laboratory.

BIT-25 - Research Presentation **2 units**
CSU

Prerequisite: BIT-20.

This course is a lecture/presentation course introducing students to technical writing for scientific documents and delivering oral presentation for topics in biotechnology. Students will develop skills in library research (including Internet database searches) to collect and organize data for scientific document including proposals and papers. Government and industry regulations will be introduced for students to develop skills in presenting data in accordance to biotechnological regulation and legislation. 36 hours lecture.

BIT-200 - Biotechnology 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.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

ENG-20 Survey of African American Literature

BUSINESS ADMINISTRATION

BUS-3 - Computer Applications for Business 3 units
(Same as CAT/CIS-3)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

BUS-10 - Introduction to Business 3 units
UC, CSU

Prerequisite: None.

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

BUS-18A - Business Law, I 3 units
UC*, CSU

Prerequisite: None.

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B - Business Law, II 3 units
UC*, CSU

Prerequisite: None.

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20 - Business Mathematics 3 units

Prerequisite: None.

Application of fundamental problem solving concepts, techniques, and skills relating to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. 54 hours lecture.

BUS-22 - Management Communications 3 units
CSU

Prerequisite: None.

Advisory: CAT-30.

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business Management 3 units
CSU

Prerequisite: None.

Identify and evaluate opportunities for start-up and existing small businesses. Investigate concepts tools and practices associated with identifying or creating new venture opportunities. Explore ways to shape and evaluate the viability of these opportunities by understanding key industry factors, market and competitive factors, and customer needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-40 - International Business-Principles 3 units
CSU

Prerequisite: None.

A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multinational corporations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-43 - International Business-Marketing 3 units
CSU

Prerequisite: None.

Advisory: BUS-10 or MKT-20.

Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-46 - International Business-Introduction to Importing/Exporting 3 units
CSU

Prerequisite: None.

An introduction to the current U.S. position in the global trade arena with an emphasis on the import/export concerns of the small U.S. firm. Includes import/export assessment, methods of import/export, resources of import/export advice, international market research methods, aspects of overseas buying/selling practices, and import/export documentation and shipping. 54 hours lecture.

BUS-47 - Applied Business and Management Ethics **3 units**
(Same as MAG-47)

CSU

Prerequisite: None.

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

BUS-48 - International Management **3 units**
CSU*Prerequisite: None.**Advisory: BUS-10 or MAG-44.*

A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-51 - Principles of E-Commerce **3 units***Prerequisite: None.**Advisory: BUS-10, and CIS-1A.*

An introduction to electronic commerce focusing on business, technological and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture.

BUS-53 - Introduction to Personal Finance **3 units**
CSU*Prerequisite: None.*

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-200 - Business Administration **1-2-3-4 units**
Work Experience

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CHEMISTRY**CHE-1A - General Chemistry, I** **5 units**
UC*, CSU*Prerequisite: CHE-2A or 3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1AH - Honors General Chemistry, I **5 units**
UC*, CSU*Prerequisite: CHE-2A or 3, and MAT-35.**Limitation on enrollment: Enrollment in the Honors program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1B - General Chemistry, II **5 units**
UC*, CSU*Prerequisite: CHE-1A or 1AH.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.



CHE-1BH - Honors General Chemistry, II **5 units**
UC*, CSU*Prerequisite: CHE-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I **4 units**
UC*, CSU*Prerequisite: MAT-52.*

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II **4 units**
UC*, CSU*Prerequisite: CHE-2A.*

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory.

CHE-10 - Chemistry for Everyone **3 units**
UC*, CSU*Prerequisite: None.*

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture.

CHE-17 - Introduction to the Development of **3 units**
Modern Science**(Same as PHS-17)**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

CHICANO STUDIES

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

| | | |
|-------------|---|---|
| ESL-54 | - | Intermediate Writing and Grammar |
| ESL-55 | - | Advanced Writing and Grammar |
| ESL-73 | - | High Intermediate Reading and Vocabulary |
| ESL-93 | - | Oral Skills III: Advanced Oral Communications |
| HIS-8 and 9 | - | History of the Americas |
| SOC-10 | - | Race and Ethnic Relations |

COMMUNICATION STUDIES**(Formerly SPEECH COMMUNICATIONS-SPE)****COM-1 - Public Speaking** **3 units**
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-1H - Honors Public Speaking 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-2 - Persuasion in Rhetorical Perspective 3 units

CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-3 - Argumentation and Debate 3 units

UC*, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-5 – Parliamentary Procedure 1 unit

CSU

Prerequisite: None.

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-6 - Dynamics of Small Group Communication 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-7 - Oral Interpretation of Literature 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9 - Interpersonal Communication 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9H - Honors Interpersonal Communication 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-11 - Storytelling 3 units

CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-12 - Intercultural Communication 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-13 - Gender and Communication 3 units

UC, CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-19 - Reader's Theater 3 units

CSU

*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-51 – Enhancing Communication Skills 1 unit*Prerequisite: None.*

Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

COMMUNITY INTERPRETATION**CMI-61 - Introduction to Spanish English Translation 3 units***Prerequisite: None.**Advisory: This course is intended for students with near native writing skills in Spanish and English.*

This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71 - Bilingual Interpretation for the Medical Professions 6 units*Prerequisites: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

CMI-72 - Intermediate Medical Interpreting 4 units*Prerequisite: CMI-71.*

This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers' compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.



CMI-81 - Bilingual Interpretation for the Legal Professions **6 units**

Prerequisite: None.

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

CMI-82 - Intermediate Legal Interpreting **4 units**

Prerequisite: CMI-81.

This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

CMI-91 - Introduction to Translation and Interpretation for Business **3 units**

Prerequisite: None.

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

CMI-200 - Community Interpretation Work Experience **1-2-3-4 units**

CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

CAT-1A - Business Etiquette **1 unit**

Prerequisite: None.

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-3 - Computer Applications for Business (Same as BUS/CIS-3) **3 units**

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-30 - Business English **3 units**

Prerequisite: None.

Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-34A.

Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture. (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-50 - Keyboarding and Document Processing **3 units**

CSU

Prerequisite: None.

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-51 - Intermediate Typewriting/
Document Formatting** **3 units**
CSU
Prerequisite: None.
Advisory: Beginning typing skills and familiarity with basic business document formats; CAT-50.
Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-53 - Keyboarding/Typing Fundamentals **1 unit**
Prerequisite: None.
Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-54A - Introduction to Flash **3 units**
(Same as CIS-54A)
CSU
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet; CAT-95A.

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-55 - Applied Accounting/Bookkeeping **3 units**
(Same as ACC-55)
Prerequisite: None.
This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-56A - Designing Web Graphics **3 units**
(Same as CIS-56A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet.
This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-61 - Professional Office Procedures **3 units**
Prerequisite: None.
Advisory: CAT-3, 31 and 51.
Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-62 - Records Management **3 units**
Prerequisite: None.
Advisory: Knowledge of database management.
Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CAT-65 - Introduction to Microsoft PowerPoint **1.5 units**
(Same as CIS-65)
CSU
Prerequisite: None.
Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-76A - Introduction to Microsoft Expression Web **3 units**
(Same as CIS-76A)
CSU
Prerequisite: None.
Advisory: Competency in using the Internet and in managing files and folders; CAT-95A.
Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CAT-76B - Introduction to Dreamweaver **3 units**
(Same as CIS-76B)
CSU
Prerequisite: None.
Advisory: CAT-95A.
Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-78A - Introduction to Adobe Photoshop 3 units**(Same as CIS-78A)**

CSU

Prerequisite: None.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-78B - Advanced Adobe Photoshop 3 units**(Same as CIS-78B)**

CSU

Prerequisite: CAT-78A.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-79 - Introduction to Adobe Illustrator 3 units**(Same as CIS-79)**

CSU

Prerequisite: None.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-80 - Word Processing: Microsoft Word for Windows 3 units**(Same as CIS-80)**

CSU

*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-81 - Introduction to Desktop Publishing 3 units**using Adobe InDesign****(Same as CIS-81)**

CSU

Prerequisite: None.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-93 - Computers for Beginners 3 units**(Same as CIS-93)**

CSU

Prerequisite: None.

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-200 - Computer Applications and Office Technology Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER INFORMATION SYSTEMS**CIS-1A - Introduction to Computer Information Systems 3 units****Systems**

UC, CSU

Prerequisite: None.

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-1B - Advanced Concepts in Computer Information Systems 3 units

CSU

Prerequisite: CIS- 1A.

Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. 54 hours lecture and 18 hours laboratory.(TBA option)

CIS-2 - Fundamentals of Systems Analysis 3 units**(Same as CSC-2)**

CSU

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-3 - Computer Applications for Business 3 units**(Same as BUS/CAT-3)**

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-5 - Fundamentals of Programming Logic using C++ 3 units**(Same as CSC-5)**

UC, CSU

*Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-11 - Computer Programming using ASSEMBLER 3 units**(Same as CSC-11)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-12 - PHP Dynamic Web Site Programming 3 units**(Same as CSC-12)**

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14A - Web Programming: JavaScript 3 units**(Same as CSC-14A)**

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14B - Web Programming: Active Server Pages 3 units

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5, and CIS-72A.*

Fundamentals of server-side web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-17A - C++ Programming: Objects 3 units**(Same as CSC-17A)**

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing function arrays and CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-17B - C++ Programming: Advanced Objects 3 units**(Same as CSC-17B)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-17C - C++ Programming: Data Structures **3 units**
(Same as CSC-17C)

UC, CSU

Prerequisite: None.

Advisory: CIS/CSC-17A.

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18A - Java Programming: Objects **3 units**
(Same as CSC-18A)

UC, CSU

Prerequisite: None.

Advisory: CIS/CSC-5.

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18B - Java Programming: Advanced Objects **3 units**
(Same as CSC-18B)

UC, CSU

Prerequisite: None.

Advisory: CIS/CSC-18A.

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-18C - Java Programming: Data Structures **3 units**
(Same as CSC-18C)

UC, CSU

Prerequisite: None.

Advisory: CIS/CSC-18A.

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-20 - Systems Analysis and Design **3 units**
(Same as CSC-20)

CSU

Prerequisite: CIS/CSC-2.

Advisory: Students should have a working knowledge of MS Access.

Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-21 - Introduction to Operating Systems **3 units**
(Same as CSC-21)

CSU

Prerequisite: CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-35 - Introduction to Simulation and **3 units**
Game Development
(Same as GAM-35)

CSU

Prerequisite: None.

An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-36 - Introduction to Computer Game Design **3 units**
CSU

Prerequisite: None.

An introduction to the fundamental techniques, concepts, and vocabulary of computer game design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-37 - Beginning Level Design for Computer Games 3 units
(Same as GAM-37)

CSU

Prerequisite: None.

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-38A - Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations 4 units

(Same as GAM-38A)

CSU

Prerequisite: None.

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

CIS-38B - Simulation and Gaming/3D Animation for Real-Time Interactive Simulations 4 units

(Same as GAM-38B)

CSU

Prerequisite: CIS/GAM-38A.

Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

CIS-38C - Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations 4 units
(Same as GAM-38C)

CSU

Prerequisite: CIS/GAM-38B.

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

CIS-39 - Current Techniques in Game Art 4 units
(Same as GAM-39)

CSU

Prerequisite: None.

Advisory: Ability to manipulate graphics including layers and textures with Photoshop or concurrent enrollment in CIS-78A or ADM-71.

Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

CIS-54A - Introduction to Flash 3 units
(Same as CAT-54A)

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer and familiarity with the Internet; CIS-95A.

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-56A - Designing Web Graphics 3 units
(Same as CAT-56A)

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer and familiarity with the Internet.

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop and ImageReady. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-61 - Introduction to Database Theory 3 units
(Same as CSC-61)

CSU

Prerequisite: None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
(Same as CAT-65)

CSU

Prerequisite: None.

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-72A - Introduction to Web Page Creation 1.5 units
CSU*Prerequisite: None.*

Advisory: Competency in the use of a computer, familiarity with the Internet; CIS-95A.

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (TBA option)

CIS-72B - Intermediate Web Page Creation 1.5 units
using Cascading Style Sheets (CSS)

CSU

Prerequisite: None.

Advisory: Knowledge of HTML and the Internet; CIS-72A and 95A.

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-76A - Introduction to Microsoft Expression Web 3 units
(Same as CAT-76A)

CSU

Prerequisite: None.

Advisory: Competency in using the Internet and in managing files and folders; CIS-95A.

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CIS-76B - Introduction to Dreamweaver 3 units
(Same as CAT-76B)

CSU

Prerequisite: None.

Advisory: CIS-95A.

Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-78A - Introduction to Adobe Photoshop 3 units
(Same as CAT-78A)

CSU

Prerequisite: None.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-78B - Advanced Adobe Photoshop 3 units
(Same as CAT-78B)

CSU

Prerequisite: CIS-78A.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-79 - Introduction to Adobe Illustrator 3 units
(Same as CAT-79)

CSU

Prerequisite: None.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-80 - Word Processing: Microsoft Word 3 units
for Windows

(Same as CAT-80)

CSU

Prerequisite: None.

Advisory: Typing knowledge/skills with at least 40 wpm.

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-81 - Introduction to Desktop Publishing 3 units
using Adobe InDesign

(Same as CAT-81)

CSU

Prerequisite: None.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-93 - Computers for Beginners 3 units

(Same as CAT-93)

CSU

Prerequisite: None.

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-98A - Introduction to Excel 1.5 units

(Same as CAT-98A)

CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-200 - Computer Information Systems 1-2-3-4 units**Work Experience**

CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DANCE**ACADEMIC COURSES****DAN-6 - Dance Appreciation 3 units**

UC, CSU

Prerequisite: None.

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.

ACTIVITY COURSES**DAN-D19 - Conditioning for Dance 1 unit**

UC, CSU

Prerequisite: None.

Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

DAN-D20 - Introduction to Social Dance 1 unit

UC, CSU

Prerequisite: None.

This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. 54 hours laboratory.

DAN-D21 - Ballet, Beginning MR 1 unit

UC, CSU

Prerequisite: None.

This class will provide an opportunity to learn, practice and apply fundamental ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D30 - Social Dance Styles 1 unit

UC, CSU

Prerequisite: None.

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D31 - Hip-Hop Dance 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. May be taken a total of four times. 54 hours laboratory.

DAN-D32 - Jazz, Beginning 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

DAN-D37 - Modern Dance, Beginning 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

DAN-D43 - Tap Beginning 1 unit

UC, CSU

Prerequisite: None.

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.

DAN-D44 - Tap, Intermediate 1 unit

UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.
Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. 54 hours laboratory.

DAN-D46 - Body Control Mat Work .5 unit

UC, CSU

Prerequisite: None.

This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. 27 hours laboratory.

DENTAL ASSISTANT
Requirements for Eligibility:

1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD's "Ability to Benefit" test.
3. Valid CPR certification (BLS Healthcare Provider).
4. Verification of receiving the Hepatitis B vaccination, tetanus, MMR, and TB testing.

Meeting minimum requirements does not guarantee admission into the program.

Selection Process:

The following priority given to those candidates meeting the minimum requirements:

- **First Priority Selection:**
Students meeting all GPA requirements and residing within the District. Applications will be assigned a number and all numbers will be randomly selected. Once the maximum number of students is selected, the other applications will be assigned to a waiting list according to the order they are selected. This waiting list is valid for that year only.
- **Second Priority Selection:**
Students meeting all GPA requirements but not residing within the District. This category will be used only if there are not enough applicants to fill the program needs from the first priority selection category. The number of students selected from the second priority selection pool of applicants will depend on the number of applicants needed to fill the program.

DEA-10 - Introduction to Dental Assisting and Chairside Assisting 4 units*Prerequisite: None.**Corequisite: DEA-20 and 21.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to the practice and history of dentistry including dental specialties, legal responsibilities and roles of the dental auxiliary, ethical decision making, dental terminology, dental charting, dental equipment, instrument identification, patient communication skills, and the provision of oral hygiene instructions. 54 hours lecture and 54 hours laboratory.

DEA-20 - Infection Control for Dental Assistants 2 units*Prerequisite: None.**Corequisite: DEA-10 and 21.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to Center of Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infection control standards and protocols, general safety protocols, general description of microorganisms, concepts of disease spread and its prevention, and how to manage hazardous chemicals used in dentistry. 36 hours lecture and 10 hours laboratory.

DEA-21 - Introduction to Radiology for Dental Assistants 2 units*Prerequisite: None**Corequisite: DEA-10 and 20.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course includes the production, characteristics, and biological effects of radiation, the function, components and operation of the x-ray unit; radiation protection and monitoring; chemistry and techniques associated with x-ray film development. Introduction to anatomical landmarks, intraoral long-cone radiographic techniques for exposing bitewing, periapical and occlusal films are taught in this course. 18 hours lecture and 54 hours laboratory. (TBA option)

DEA-22 - Introduction to Supervised Externships 1.5 units*Prerequisite: DEA-10.**Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to supervised clinical experience in chairside dental assisting. The students will be assigned to the RCC Dental Hygiene Clinic and local general practices. 9 hours lecture and 54 hours laboratory.

DEA-23 - Introduction to Dental Sciences 3 units*Prerequisite: None.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course is an overview of embryologic development of structures of the head and neck, teeth, and oral cavity; histology of the hard and soft tissues of the oral cavity; the developmental and structural defects involving the oral cavity and teeth; introduction to diseases of the oral cavity including periodontal disease and caries; and general pathology found in the head and neck region. 54 hours lecture.

DEA-24 - Dental Materials for the Dental Assistant 2 units*Prerequisite: None.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course includes the manipulation of dental materials commonly prepared and used by the dental assistant including temporary dressings, impression materials, cement bases and liners, topical agents, composites, resins, and amalgam. 18 hours lecture and 54 hours laboratory. (TBA option)

DEA-30 - Intermediate Chairside Dental Assisting 2 units*Prerequisite: DEA-20, 23 and 24.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course covers clinical chairside dental assisting duties of the fabrication and cementation of a temporary crown, fabrication and delivery of bleaching splint, fabrication of a sports mouthguard, armamentarium and procedure for the placement of pit and fissure sealants. 18 hours lecture and 54 hours laboratory.

DEA-31 - Radiology for Dental Assistants 1.5 units*Prerequisite: DEA-10, 20 and 21.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 18 hours lecture and 36 hours laboratory.

DEA-32 - Intermediate Supervised Externships 1 unit*Prerequisite: DEA-20, 22, 23 and 24.*

Limitation on enrollment: Enrollment in the Dental Assistant program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course provides the student with supervised clinical experience in chairside dental assisting. The student will be assigned to local general practices where they will assist dentists with basic dental procedures. 9 hours lecture and 32 hours laboratory.

DEA-40A - Advanced Chairside Surgical Dental Assistant 3.5 units

Prerequisite: DEA-30 and 32. (A minimum of two years experience in a dental surgery practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).

Limitation on enrollment: Enrollment in the Dental Assistant program or valid California Registered Dental Assistant license.

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course provides specialized knowledge and skills to perform chairside dental assisting in an oral and maxillofacial surgical and periodontal practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, treatment planning, pain and anxiety management, oral and maxillofacial pathology, specific nerve anatomy and physiology of the cardiovascular and respiratory system, and medically compromised patients as they relate to the surgery patient. 40 hours lecture and 81 hours laboratory. (TBA option)

DEA-40B - Advanced Chairside Orthodontic Assistant Dental Assistant 3.0 units*Prerequisite: DEA-30.*

Limitation on enrollment: Enrollment in the Dental Assistant program or a valid California Registered Dental Assistant license.

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course provides specialized knowledge and skills to perform chairside dental assisting in an orthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the orthodontic patient. 18 hours lecture and 108 hours laboratory. (TBA option)

DEA-40C - Advanced Chairside Restorative Dental Assistant 5 units

Prerequisite: DEA-30 and 32. (A minimum of two years experience in a dental restorative practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).

Limitation on enrollment: Enrollment in the Dental Assistant program or a valid California Registered Dental Assistant license.

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course provides specialized knowledge and skills to perform advanced chairside dental assisting procedures in a general or prosthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials and procedures, treatment planning, legal and ethical considerations, as they relate to the restorative patient. 36 hours lecture and 162 hours laboratory. (TBA option)

DEA-41 - Dental Office Procedures 1.5 units

Prerequisite: None.

Limitation on enrollment: Enrollment in the Dental Assistant program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course is an introduction to purchasing, inventory and cost control; banking and payroll procedures; billing and insurance procedures; collection of accounts; treatment plan and case presentations; and scheduling of patients while preparing the student with interview skills as well as resume writing. Additionally, the course will prepare the student to deal with law and ethics pertaining to the dental assistant working in the field. 18 hours lecture and 36 hours laboratory. (TBA option)

DENTAL HYGIENE**DEH-10A - Pre-Clinical Dental Hygiene #1 2.5 units
CSU**

Prerequisite: AMY-2A, 2B, COM-1 or 1H, ENG-1A or 1AH, MIC-1.

Corequisite: DEH-11, 12A, 12B, 13, 14, 15, 16, 17.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstrated of skill acquisition and level of competency. Students will work on typodonts and classmates. Student will be required to do observations at specific local dental offices. 144 hours laboratory.

**DEH-10B - Pre-Clinical Dental Hygiene #2 1 unit
CSU**

Prerequisite: None.

Corequisite: DEH-19.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. 54 hours laboratory.

**DEH-11 - Principles of Dental Hygiene 2 units
CSU**

Prerequisite: AMY-2A, 2B, COM-1 or 1H, ENG-1A or 1AH.

Corequisite: DEH-10A, 12A, 12B, 13, 14, 15, 16, 17.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. 36 hours lecture.

**DEH-12A - Principles of Oral Radiology 1 unit
CSU**

Prerequisite: AMY-2A, ENG-1A or 1AH, MAT-52.

Corequisite: DEH-10A, 11, 12B, 13, 14, 15, 16, 17.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. 18 hours lecture.

**DEH-12B - Oral Radiology Laboratory 1 unit
CSU**

Prerequisite: AMY-2A, MAT-52.

Corequisite: DEH-10A, 11, 12A, 13, 14, 15, 16, 17.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. 54 hours laboratory.

**DEH-13 - Infection Control in Dentistry 1 unit
CSU**

Prerequisite: CHE-2A, 2B, ENG-1A or 1AH, MIC-1.

Corequisite: DEH-10A, 11, 12A, 12B, 14, 15, 16, 17.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. 18 hours lecture.

**DEH-14 - Systems Analysis of Dental Anatomy, Morphology, Histology, Embryology 3.5 units
CSU**

Prerequisite: AMY-2A, 2B.

Corequisite: DEH-10A, 11, 12A, 12B, 13, 15, 16, 17.

Limitation on enrollment: Enrollment in the Dental Hygiene program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 67 hours lecture and 16 hours laboratory.

DEH-15 - Head and Neck Anatomy **2 units****CSU***Prerequisite: AMY-2A, 2B.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 16, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. 36 hours lecture.

DEH-16 - Preventive Dentistry **1 unit****CSU***Prerequisite: CHE-2A, 2B, COM-1 or 1H, ENG-1A or 1AH, KIN-4, MIC-1, PSY-1, SOC-1.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. Emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 18 hours lecture.

DEH-17 - General Pathology **2 units****CSU***Prerequisite: AMY-2A, 2B, MIC-1.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 16.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. 36 hours lecture.

DEH-19 - Pain Control **1.5 units****CSU***Prerequisite: None.**Corequisite: DEH-10B.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. 25 hours lecture and 36 hours laboratory.

DEH-20A - Clinical Dental Hygiene #1**3 units****CSU***Prerequisite: None.**Corequisite: DEH-21, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 162 hours laboratory.

DEH-20B - Clinical Dental Hygiene #2**1 unit****CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

DEH-21 - Clinical Seminar #1**1 unit****CSU***Prerequisite: None.**Corequisite: DEH-20A, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. 18 hours lecture.

DEH-22 - Oral Radiology Interpretation**1 unit****CSU***Prerequisite: None.**Corequisite: DEH-20A, 21, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course focuses on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. 18 hours lecture.

DEH-23 - Introduction to Periodontology 2 units

CSU

*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to a continuation of the study of Periodontics. This course is an introduction of the basic concepts of Periodontics. Emphasis will be placed on the periodontium and the etiology, diagnosis, treatment planning, and prevention of periodontal disease. 36 hours lecture.

DEH-24 - Ethics 1 unit

CSU

*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to ethics and professionalism as it relates to the profession of dental hygiene. Emphasis will be placed on the challenges of providing ethical care in the clinical setting. 18 hours lecture.

DEH-25 - Medical and Dental Emergencies 1 unit

CSU

*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 24, 26, 27, and 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to planning for the patient's medical management, including prevention, anticipation of potential medical emergencies and implementing appropriate treatment. Emphasis is placed on a problem-based approach to management of medical emergencies. 18 hours lecture.

DEH-26 - Dental Treatment of Geriatric and 2 units**Medically Compromised Patients**

CSU

*Prerequisite: None.**Corequisites: DEH-20A, 21, 22, 23, 24, 25, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to the special needs of the geriatric and medically compromised patients. Emphasis will be placed on the value of a thorough evaluation and risk assessment of patients, and determining the need for supplemental laboratory test and medical consultations. 36 hours lecture.

DEH-27 - Oral Pathology 3 units

CSU

*Prerequisite: None.**Corequisites: DEH-20A, 21, 22, 23, 24, 25, 26, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the student with an introduction to pathologic conditions that directly or indirectly affect the oral cavity and adjacent structures. Students will learn a spectrum of signs and symptoms accompanied by clinical slides to learn how to correctly make a differential diagnosis. 54 hours lecture.

DEH-28 - Basic and Applied Pharmacology 2 units

CSU

*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 24, 25, 26, 27.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course introduces the student to the basic principles of pharmacology. Emphasis is on the use, actions, and clinical implications/contraindications to medications. 36 hours lecture.

DEH-30A - Clinical Dental Hygiene #3 3.5 units

CSU

*Prerequisite: None.**Corequisite: DEH-31, 32, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 192 hours laboratory.

DEH-30B - Clinical Dental Hygiene #4 1 unit

CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

DEH-31 - Clinical Seminar #2 **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 32, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that are implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis will be placed on assessment and treatment planning of moderate to advanced periodontal cases. The development of the dental hygiene portfolio will be continued. 18 hours lecture.

DEH-32 - Dental Materials **2.5 units**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. 36 hours lecture and 27 hours laboratory.

DEH-33 - Periodontology **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. 18 hours lecture.

DEH-34 - Community Dental Health Education #1 **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. 18 hours lecture.

DEH-35 - Community Dental Health Education **1 unit****Practicum #1**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student is introduced to a continuation of dental health education practicum that introduces concepts of school lesson planning, development and evaluation mechanisms. Students will also have the opportunity to coordinate dental health education with educational and community systems. 9 hours lecture and 27 hours laboratory.

DEH-36 - Research Methodology **2 units**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of Internet and different search engines will be incorporated in this course. 36 hours lecture.

DEH-37 - Nutrition in Dentistry **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 36.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to nutritional principles as they related to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.

DEH-40 - Clinical Dental Hygiene #5 **4 units**

CSU

*Prerequisite: None.**Corequisite: DEH-41, 42, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory.

DEH-41 - Clinical Seminar #3 1 unit

CSU

*Prerequisite: None.**Corequisite: DEH-40, 42, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. 18 hours lecture.

DEH-42 - Practice Management and Jurisprudence 2 units

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). 36 hours lecture.

DEH-43 - Advanced Periodontology 1 unit

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 42, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. 18 hours lecture.

DEH-44 - Community Dental Health Education #2 1 unit

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

DEH-45 - Community Dental Health Education 1 unit

Practicum #2

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 44, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health practicum that emphasizes the assessment, diagnosis, planning, implementation, and evaluation of community programs. 9 hours lecture and 27 hours laboratory.

DEH-46 - Advanced Topics in Dental Hygiene 1 unit

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 44, 45.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course examines advanced topics in the field of dental hygiene to prepare students to transition into the private practice arena. Students will discuss how to integrate topics into their clinical practices. Latest clinical duties approved by the Dental Board of California will be discussed. 18 hours lecture.

DEH-200 - Dental Hygiene Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DENTAL TECHNOLOGY

The curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing laboratory techniques and procedures. Emphasis is on fundamental laboratory procedures including all five specialized areas: dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontic/ pedodontics. The two year (41 unit) full-time program provides for student-centered teaching. The student will receive a Dental Technology certificate upon completing the curriculum in Dental Technology, provided the student has maintained a "C" average or better in each course.

Four internal certificates may be earned while enrolled in the 41 unit certificate pattern. These certificates are in Basic Sciences, Orthodontic Techniques, Removable Techniques, and Fixed Techniques.

Riverside Community College District awards an Associate in Science Degree in Dental Technology upon successful completion of the

prescribed two year program, plus meeting all other graduation requirements.

Recommended Courses:

Health Science 1

Sociology 1

Art 22, Art 23, Art 24

CIS-1A

Communication Studies 1/1H or 9/9H

English 1A or 1AH

Math 35

Business Administration 30

History 7 or 7H or Political Science 1 or 1H

Anatomy and Physiology 10

Requirements for admission to Dental Technology program:

Completion of DEN-70.

Expenses of program:

1. Students are required to purchase a set of hand tools that cost about \$350 for both semesters.
2. Textbooks and supplies cost about \$200.
3. The student furnishes his or her own laboratory coat that is required for wear in the laboratory.
4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.

DEN-70 - Introduction to Dental Technology **2 units**

Prerequisite: None.

An introductory course to acquaint the student with the field of dental technology, the categories of training and employment, the professional relationship of the technician and the dentist, professional growth and trade associations and the ethics and laws governing laboratory practices. Fundamental, hands-on procedures for model and die work as necessary to five core specialties. Additional emphasis on manual dexterity and spatial relationship skills. Successful completion necessary for program admission. 9 hours lecture and 81 hours laboratory.

DEN-71 - Dental Morphology **3 units**

Prerequisite: None.

Tooth anatomy, physiology and terminology will be covered to allow the student a thorough study of the terms unique to the dental profession; additional emphasis on the principles of occlusion. Students are required to carve tooth forms to develop manipulative skill and to learn tooth anatomy. 36 hours lecture and 54 hours laboratory.

DEN-72A - Dental Materials I **1 unit**

Prerequisite: None.

Composition, characteristics, physical properties and use of nonmetallic materials used by the dental technician. Emphasis will be on gypsum products, duplicating materials, resins, waxes and polishing agents. Additional emphasis on infection control indications and procedures. 18 hours lecture.

DEN-72B - Dental Materials II **1 unit**

Prerequisite: None.

Composition, characteristics, physical properties and use of metallic materials and dental porcelains used by the dental technician. Emphasis will be on precious, semi-precious and non-precious metals, their respective solders and proper techniques and situations for selection; additional emphasis on preventive maintenance, safety and hazardous communication. 18 hours lecture.

DEN-74 - Dental Anatomy and Physiology **1 unit**

Prerequisite: None.

Designed to teach the student the anatomy of the head, face and the oral cavity. Emphasis on the bony anatomy of the head, muscles of mastication and their attachments, the blood and nerve supply and the movements of the mandible. 18 hours lecture.

DEN-75A - Complete Denture Techniques I **3 units**

Prerequisite: DEN-70.

Theory and procedural steps involved in the construction of complete dentures, nightguards, relines, repairs and rebases. Involves the concepts behind model development articulation, and dental tooth arrangement. 18 hours lecture and 108 hours laboratory.

DEN-75B - Complete Denture Techniques II **3 units**

Prerequisite: DEN-75A.

Theory and applied techniques for denture construction: investing, packing, tinting, resin processing, remount, selective grinding and finishing. Included theory and applied techniques in construction of relines, rebases and repairs. 18 hours lecture and 108 hours laboratory.

DEN-77A - Removable Partial Denture Techniques I **3 units**

Prerequisite: DEN-70.

Theory and fundamental techniques in the construction of chromecobalt partial dentures; model preparation, refractory casts, elementary principles of survey and design, blockout, duplication and wax-up of refractory casts. 18 hours lecture and 108 hours laboratory.

DEN-77B - Removable Partial Denture Techniques II **3 units**

Prerequisite: DEN-77A.

Theory and applied techniques in the construction of chrome-cobalt dentures; spruing, investing, casting and finishing of the metal frameworks; soldering and repair. Set-up, process and finish of dentures bases. 18 hours lecture and 108 hours laboratory.

DEN-79A - Crown and Bridge Techniques I **3 units**

Prerequisite: DEN-70.

Theory and fundamental techniques in the construction of inlays, onlays and full metal crowns; emphasis on model preparation, waxing, investing, casting and finishing. The student will acquire an understanding of how the anatomical structures will influence the construction of a fixed dental prosthetic restoration. 18 hours lecture and 108 hours laboratory.

DEN-79B - Crown and Bridge Techniques II 3 units*Prerequisite: DEN-79A.*

Theory and applied techniques for crown and bridge construction; principles of bridge design for aesthetics, function, sanitation and comfort; emphasis on abutments, retainers and pontics, bridge assembly utilizing soldered and cast connectors. 18 hours lecture and 108 hours laboratory.

DEN-82 - Dental Laboratory Management 1 unit*Prerequisite: None.*

Fundamentals of accounting: financial statements, basic record keeping procedures, sales and cash receipts, transactions with individual dentists, end-of-period procedures, financial statement analysis and pricing, as they apply to the dental laboratory industry. 18 hours lecture.

DEN-85 - Orthodontic/Pedodontic Techniques 3 units*Prerequisite: DEN-70.*

Designed to familiarize the student with the laboratory requirements of orthodontics; wire bending procedures and the fabrication of orthodontic appliances and pedodontic preventive appliances; emphasis on space maintainers, both fixed and removable, habit-breaking appliances, appliances for effective tooth movement. 18 hours lecture and 108 hours laboratory.

DEN-89A - Dental Ceramics I 3 units*Prerequisite: DEN-79B.*

Theory and fundamental techniques for fabricating cast metal substructures; opaquing, porcelain manipulation, color control, blending, firing, shaping and glazing single crowns with emphasis on porcelain fused to metal restorations. 18 hours lecture and 108 hours laboratory.

DEN-89B - Dental Ceramics II 3 units*Prerequisite: DEN-89A.*

Theory and advanced techniques for constructing porcelain fused to metal multiple crowns and bridgework; framework design, assembly, porcelain buildup, add-ons and staining; pre and post soldering, porcelain jacket crowns and porcelain veneers. 18 hours lecture and 108 hours laboratory.

**DEN-200 - Dental Technology Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EARLY CHILDHOOD EDUCATION**EAR-19 - Observation and Assessment in****Early Childhood Education****3 units****CSU***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**3 units****UC, CSU***Prerequisite: None.*

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

EAR-22 - Early Childhood Programs and Career**3 units****Opportunities****CSU***Prerequisite: None.*

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

EAR-23 - Family Home Child Care Program**3 units****CSU***Prerequisite: None.*

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

EAR-24 - Introduction to Curriculum CSU 3 units*Prerequisite: None.*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture.

EAR-25 – Teaching in a Diverse Society CSU 3 units*Prerequisite: None.*

This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture.

EAR-26 --Health, Safety and Nutrition CSU 3 units*Prerequisite: None.*

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture.

EAR-28 - Principles and Practices of Teaching Young Children CSU 3 units*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 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 CSU 3 units*Prerequisite: EAR-20.*

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings CSU 3 units*Prerequisite: None.**Advisory: EAR-20.*

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers 3 units

CSU

*Prerequisite: None.**Advisory: EAR-33.*

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

EAR-35 - Internship in Infant and Toddler Care 3 units

CSU

*Prerequisite: EAR-20.**Advisory: EAR-33 and 34.*

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care 3 units

CSU

Prerequisite: EAR-20.

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms 3 units

CSU

Prerequisite: EAR-44.

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

EAR-39 - Mentor Seminar .5 unit*Prerequisite: None.**Limitation on enrollment: Selection as an Early Childhood Mentor Teacher or Director.*

Early childhood Mentors attend monthly seminars to explore issues related to their role as supervisors of early childhood student teachers. Seminar content will be individualized to meet the needs of each Mentor. May be taken a total of four times. 9 hours lecture.

EAR-40 - Introduction to Infants and Children with Disabilities and Other Special Needs 3 units

CSU

Prerequisite: None.

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education 4 units

CSU

Prerequisite: EAR-20.

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory (TBA option).

EAR-42 – Child, Family, and Community 3 units

CSU

Prerequisite: None.

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture.

**EAR-43 - Children with Challenging Behaviors 3 units
CSU***Prerequisite: EAR-20.**Corequisite: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

**EAR-44 - Administration of Early Childhood Programs I 3 units
CSU***Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

**EAR-45 - Administration of Early Childhood Programs II 3 units
CSU***Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

**EAR-47 - Childhood Stress and Trauma 3 units
CSU***Prerequisite: None.*

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

**EAR-200 - Early Childhood Studies 1-2-3-4 units
Work Experience
CSU****Prerequisite: None.**Advisory: Student should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ECONOMICS**ECO-4 - Introduction to Economics 3 units
UC, CSU***Prerequisite: None.*

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

**ECO-5 - Economics of the Environment 3 units
UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

**ECO-6 - Introduction to Political Economy 3 units
(Same as POL-6)
UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

**ECO-7 - Principles of Macroeconomics 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H - Honors Principles of Macroeconomics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

EDUCATION
EDU-1 - Teaching in the Multicultural Classroom 3 units

UC, CSU

Prerequisite: None.

This is the first course en route to teaching as a profession. In addition to an introduction to the history of public education, the following topics are covered within the context of a multicultural/multilingual classroom: motivation, lesson design, teaching strategies, discipline and management and professionalism. A required guided observation of class components in the elementary and secondary schools is based on these last five areas. 54 hours lecture.

EDU-3 - Introduction to Literacy Instruction 3 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.*

This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.

EDU-4 - Introduction to Literacy/ 1 unit**Service Learning**

CSU

Prerequisite: None.

This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

EDU-5 - AmeriCorps Community Service-Learning 3 units

CSU

Prerequisite: None.

This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. May be taken a total of two times. 54 hours lecture and 360 hours classroom tutoring.

EDU-51 - Leadership Development Studies 3 units

CSU

Prerequisite: None.

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EDU-200 - Education Work Experience 1-2-3-4 units
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EMERGENCY MEDICAL SERVICES

Prior to acceptance to the Emergency Medical Services Paramedic Program, students must have the following: a valid EMT-1 card and a valid American Heart Association Healthcare Provider level CPR card (both to remain current throughout the program), a high school diploma or GED, verification of at least 18 years of age, documentation of at least 1 year and 2000 hours of paid or volunteer service as an EMT-1 (50% of the experience must be in the prehospital setting,) and successful completion of AMY-10 or equivalent. Attendance at orientation and successful completion of paramedic preparatory class are also required. Students will receive further details upon acceptance into program.

Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. **Before taking any of these steps, attendance at orientation and successful completion of paramedic preparatory class are also mandatory.**

It is highly recommended that students take courses in medical terminology, medical math and English composition before the program begins.

EMS-50 - Emergency Medical Services - Basic 6 units

Prerequisite: None.

Corequisite: EMS-51.

Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS-51) prepares this student as an Emergency Medical Technician (EMT) for work in the prehospital emergency medical environment. May be taken a total of two times. 96 hours lecture and 64 hours laboratory.

EMS-51 - Emergency Medical Services-Basic Clinical/Field 1 unit

Prerequisite: None.

Corequisite: EMS-50.

Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course is the second part of EMS 50/51 series and meets all state and national guidelines. May be taken a total of two times. 64 hours laboratory. (TBA option)

EMS-60 - Patient Assessment and Airway Management 4 units

Prerequisite: None.

Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-61, 62, and 63.

Enables Emergency Medical Technicians (EMTs) to refine their skills and develop to the level of a paramedic; concentrates on patient assessment and airway management techniques needed in dealing with sick and injured patients; integral component of the first semester of the RCC Paramedic Program. 62 hours lecture and 64 hours laboratory.

EMS-61 - Introduction to Medical Pathophysiology 3 units

Prerequisite: None.

Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 62, and 63.

Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; integral component of the first semester of the RCC Paramedic Program; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 62 hours lecture.

EMS-62 - Emergency Pharmacology 4 units

Prerequisite: None.

Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 61, and 63.

Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; integral component of the first semester of the RCC Paramedic Program; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 64 hours laboratory.

EMS-63 - Cardiology**4 units***Prerequisite: None.**Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 61, and 62.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies. This includes treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 62 hours lecture and 64 hours laboratory.

EMS-70 - Trauma Management**4 units***Prerequisite: EMS-60, 61, 62 and 63.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-71 concurrently.*

The paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 64 hours lecture and 32 hours laboratory.

EMS-71 - Clinical Medical Specialty I**2.5 units***Prerequisite: EMS-60, 61, 62 and 63.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-70 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

EMS-80 - Medical Emergencies**4.5 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-81, 82 and 83 concurrently.*

Prepares the paramedic student for management of patients with medical emergencies; includes selection of appropriate treatment protocols, electrocardiogram interpretation, pharmacology, and interventions that lead to a viable outcome for a patient experiencing a medical emergency. 64 hours lecture and 64 hours laboratory.

EMS-81 - Special Populations**4.5 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-80, 82 and 83 concurrently.*

Provides paramedic students to care for clients with special problems through a review of anatomy and physiology as well as the pathophysiological process of neonatology, pediatrics, geriatrics, abuse, assault, and patients with special needs, also includes discussion of acute interventions for chronic care patients. 64 hours lecture and 64 hours laboratory.

EMS-82 - Special Topics**2 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-80, 81 and 83 concurrently.*

Provides second level paramedic students with an overview of issues and problems that are directly impacting the emergency provider. The paramedic student will be educated on how to deal with weapons of mass destruction, bioterrorism, urban terrorism threats and a variety of current topical issues that they will face in an unpredictable environment. 32 hours lecture and 32 hours laboratory.

EMS-83 - Clinical Medical Specialty II**2.5 units***Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-80, 81 and 82 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory. (TBA option)

EMS-90 - Assessment Based Management**4.5 units***Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-91 concurrently.*

Prepares fourth level paramedic students to assess and make clinical/field judgments regarding the treatment of the ill or injured patient; focuses on refining existing knowledge and skills. 64 hours lecture and 64 hours laboratory.

EMS-91 - Paramedic Field Internship**10 units***Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-90 concurrently.*

Concluding course of the Paramedic program; provides a minimum of 540 hours of field training under the supervision of an approved preceptor to third level paramedic students; enables students to further refine and develop skills necessary for certification as a Paramedic; includes a wide variety of patient care activities including medical histories; physical examination, patient management and supportive care of the sick injured in a field setting. 540-600 hours laboratory.

ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

ENG-1A - English Composition **4 units**
UC, CSU

Prerequisite: ENG-50 or 80 or qualifying placement level.

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1AH - Honors English Composition **4 units**
UC, CSU

Prerequisite: ENG-50 or 80 or qualifying placement level.

Limitation on enrollment: Enrollment in the Honors program.

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1B - Critical Thinking and Writing **4 units**
UC, CSU

Prerequisite: ENG-1A or 1AH.

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1BH - Honors Critical Thinking and Writing **4 units**
UC, CSU

Prerequisite: ENG-1A or 1AH.

Limitation on enrollment: Enrollment in the Honors program.

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-4 - Writing Tutor Training **2 units**
CSU

Prerequisite: ENG-1A or 1AH.

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid “appropriating the text” (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. May be taken a total of two times. 27 hours lecture and 27 hours laboratory. (TBA option)

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century **3 units**
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-7 - British Literature II: Romanticism through Postmodernism **3 units**
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-8 - Introduction to Mythology **3 units**
(Same as HUM-8)
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

ENG-9 - Introduction to Shakespeare MNR **3 units**
UC, CSU

Prerequisite: None.

Advisory: ENG-1B or 1BH.

A survey of Shakespeare’s plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-10 - Special Studies in Literature **3 units**
CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-11 - Creative Writing **3 units**
UC, CSU*Prerequisite: ENG-1A or 1AH.*

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development of fiction and poetry projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-14 - American Literature I: Pre-Contact through Civil War **3 units**
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-15 - American Literature II: 1860 to the Present MNR3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-16 - Introduction to Language **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-20 - Survey of African American Literature **3 units**
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-23 - The Bible as Literature **3 units**
(Same as HUM-23)**UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-25 - Latino Literature of the United States **3 units**
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture.

ENG-30 - Children's Literature **3 units**
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture. (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

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-41 - World Literature II: Seventeenth Century Through the Present **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-50 - Basic English Composition **4 units***Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-60A - English Fundamentals: Sentence to Paragraph **4 units***Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A1 - English Fundamentals: Sentence Structure **1 unit***Prerequisite: None.*

Develops students' sentence structure skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A2 - English Fundamentals: Grammar and Usage **1 unit***Prerequisite: None.*

Develops students' grammar and usage skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A3 - English Fundamentals: Mechanics and Spelling **1 unit***Prerequisite: None.*

Develops students' mechanics and spelling skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A4 - English Fundamentals: Paragraph Construction **1 unit***Prerequisite: None.*

Develops students' paragraph writing skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60B - English Fundamentals: Paragraph to Essay **4 units***Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-80 - Preparatory Composition **6 units***Prerequisite: None.*

Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

ENG-90B - Special Topics in English: The Research Paper Process **1 unit***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Guides students through the entire research process, which includes choosing the topic; conducting and evaluating research; organizing the research material; pre-writing and multiple drafts; academic formats; and preparation of the final product. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ENGLISH AS A SECOND LANGUAGE
ESL-51 - Basic Writing and Grammar 4 units*Prerequisite: None.*

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-52 - Low-intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-53 - Intermediate Writing and Grammar 4 units*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-54 - High-intermediate Writing and Grammar 5 units
UC, CSU***Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-55 - Advanced Writing and Grammar 5 units
UC, CSU***Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.*

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-71 - Basic Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the basic level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-72 - Intermediate Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-53 or 54.*

Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the intermediate level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-73 - High-intermediate Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the high intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-90C - Special Topics in ESL: Preposition Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and phrasal verbs. Attention will focus on specialized usage and problem areas. Topics include two- and three-part verbal idioms, two-part adjectives, adjectival and adverbial idioms, and prepositions used in normal discourse. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90D - Special Topics in ESL: Verb Tense Review 2 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-54 or higher.*

Provides students with intensive review, practice, and use of all the basic English verb tenses. May be taken a total of four times. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with extensive review of and practice using definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90I - Special Topics in ESL: Punctuation Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90J - Special Topics in ESL: Spelling Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-91 - Oral Skills I: Beginning Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-53 or 54.*

This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50.*

This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-95 - Pronunciation and Accent Reduction 3 units*Prerequisite: None.**Advisory: Qualification for ESL-52 or higher.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

FILM STUDIES
FST-1 - Introduction to Film Studies 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the general principles and techniques of film studies, with focused attention on film's formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures. Provides instruction on discussing and writing about film as a complex form of creative expression rooted within history, society, and culture. Attends to narrative, experimental, and documentary examples. Discussion is supported by a survey of American and International film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-3 - Introduction to International Cinema 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to International cinema. Includes a survey of the various "new waves" that swept European cinema in the wake of World War II to the turn-of-the-century (Italian neo-realism, French New Wave, New German cinema, British "kitchen sink" and New Black cinema, New Spanish cinema). Attention is also paid to select examples of contemporary cinema, such as Indian, Iranian, Mexican, and Chinese. Focus is upon key films, filmmakers, manifestos, and national cinemas. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-4 - Introduction to Film Genres 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to classic film genres and their continuing resonance within contemporary American and International film. Investigates their origins, evolutions, and transformations, recognizes their role within creative and social expression, and covers their technical and thematic conventions. Includes a survey of representative film genres, movements and styles, such as the crime film, the musical, the Western, the Women's picture, film noir, horror, screwball comedy, science fiction, and war. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-5 - Fiction and Film: Adaptation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of novels, short stories, plays and graphic novels adapted for the screen. Examples of literature, the screenplay, and film are used to explore adaptation as a creative process; particular attention is paid to such writerly concerns as act structure, plot, narration, theme, diction, point of view, and characterization. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIRE TECHNOLOGY
FIT-1 - Fire Protection Organization 3 units
CSU*Prerequisite: None.*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service, fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

FIT-2 - Fire Behavior and Combustion 3 units
CSU*Prerequisite: None.*

Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-3 - Fire Protection Equipment and Systems 3 units
CSU*Prerequisite: None.*

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.

FIT-4 - Building Construction for Fire Protection 3 units
CSU*Prerequisite: None.*

This course provides the components of building construction related to firefighting and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-5 - Fire Prevention 3 units

CSU

Prerequisite: None.

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression. 54 hours lecture.

FIT-6 - Fire Apparatus and Equipment 3 units

CSU

Prerequisite: None.

Exposes the student to mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. 54 hours lecture.

FIT-7 - Principles of Fire and Emergency Services Safety and Survival 3 units

CSU

Prerequisite: None.

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services regarding first responder deaths and injuries. 54 hours lecture.

FIT-8 - Strategies and Tactics 3 units

CSU

Prerequisite: None.

Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; an organized approach to decision making on the fire ground. 54 hours lecture.

FIT-9 - Fire Ground Hydraulics 3 units

CSU

Prerequisite: None.

Provides a review of applied mathematics and hydraulic principles as they relate to fire service applications. Hydraulic formulas will be utilized and mental calculations required. Engine pressure, hose appliances, friction loss and nozzle pressure will be discussed. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-14 - Wildland Fire Control 3 units

CSU

Prerequisite: None.

This course provides students with a fundamental knowledge of factors affecting wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in wildland fire control. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-200 - Fire Technology Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

FIT-A1A - Fire Investigation 1A 2 units*Prerequisite: None.*

Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence; scientific aids; laws relating to arson; case preparation and report writing. This course meets the requirements of the California Fire Academy System. 40 hours lecture. (Certificate fee: \$80.00)

FIT-A1B - Fire Investigation 1B 2 units*Prerequisite: FIT-A1A.*

This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FITA1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. 40 hours lecture. (Certificate fee: \$80.00)

FIT-A2A - Fire Investigation 2A 2 units*Prerequisite: FIT-A1B.*

This course provides the information to successfully investigate, apprehend, and convict arsonists and focuses heavily on the legal case preparation. May be taken a total of two times. 40 hours lecture. (Certificate fee: \$80.00)

FIT-A2B - Fire Investigation 2B 2 units*Prerequisite: FIT-A2A.*

This course provides advanced instruction in fire scene investigation, case preparation and courtroom presentation. May be taken a total of two times. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C1A - Command 1A, Command Principles for Command Officers 2 units*Prerequisite: None.*

Designed to provide fire company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision making, the act of commanding, the authority, the personnel, organization structure and preplanning and training techniques. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C1B - Command 1B, Command Operations for the Company Officer 2 units*Prerequisite: FIT-C1A and C20..*

This course provides an overview of the considerations specific to a hazardous materials incident, multi-casualty incident, technical rescue and first alarm high-rise structure fire, including the utilization of the incident command system. Each student will have the opportunity to gain experience in a controlled environment through incident simulation. 40 hours lecture. (Letter Grade, or Pass/No Pass option) (Certificate fee: \$80.00)

FIT-C1C - Fire Command 1C, I-Zone Firefighting M for Company Officers 2 units*Prerequisite: FIT-C1A.*

This course is designed around the responsibilities of the company officer at a wildland/urban interface incident. It will bring the structural company officer out of the city and into the urban interface. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C2A - Command 2A, Command Tactics at Major Fires 2 units*Prerequisite: FIT-C1A.*

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations and communication/management techniques for use in unified command structures and areas of geographical division separation. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents 2 units*Prerequisite: FIT-C1B and C2A.*

This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, litigation and liabilities of hazardous materials response. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C2C - Command 2C, High Rise Fire Tactics 2 units*Prerequisite: FIT-C2A.*

This course is approached from a system basis and is applied to both small and large high rise buildings. Topics include: prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System and specific responsibilities. Case studies and simulation are used. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C2D - Command 2D, Planning for Large Scale Disasters 2 units*Prerequisite: FIT-C1A and C1B.*

This course is designed for supervisory and managerial fire service personnel. The course critically examines the need for emergency disaster/multi-hazard management systems, preplanning, multidisciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. 40 hours lecture. (Certificate fee: \$80.00)

FIT-C2E - Fire Command 2E, Wildland Firefighting Tactics 1 unit*Prerequisite: FIT-C1A and C1B.*

Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. 24 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

FIT-C2M - Incident Management 2 M 1 unit*Prerequisite: None.*

Provides line and staff officers and potential line and staff officers with the basic management knowledge necessary to perform and coordinate in a management/supervisory capacity during a fire incident. Specifically designed for California Department of Forestry and Fire Protection employees. 18 hours lecture and 18 hours laboratory.

FIT-C19A - Introduction to Wildland Fire Behavior (S-190) .25 unit*Prerequisite: None.*

This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. 8 hours lecture.

FIT-C19B - Intermediate Wildland Fire Behavior (S-290) .5 unit*Prerequisite: FIT-C19A.*

This intermediate course is designed to meet the training requirements to work in the operations section of the Incident Command System. This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management operations. 16 hours lecture and 16 hours laboratory.

FIT-C20 - Basic Incident Command System (I-200) .5 unit*Prerequisite: None.*

Provides public safety workers and potential public safety workers with the knowledge necessary to perform in a support capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. 12 hours lecture and 4 hours laboratory.

FIT-C30 - Intermediate Incident Command System (I-300) .5 unit*Prerequisite: FIT-C20.*

This course provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion. The course provides guidelines for organizational growth during an emergency incident, and demobilization procedures for an emergency incident that is ending. 12 hours lecture and 12 hours laboratory.

FIT-C33A - Strike Team Leader All Risk (S-330) 1.5 unit*Prerequisite: FIT-C30.*

This course provides students with the necessary information to become a State certified Strike Team Leader – All Risk. May be taken a total of two times. 28 hours lecture and 4 hours laboratory. (Certificate fee: \$20.00)

FIT-C39 - Division/Group Supervisor (S-339) .25 unit
Prerequisite: FIT-C30 and C33A.
Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.

This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). 8 hours lecture and 16 hours laboratory. (Certificate fee: \$20.00)

FIT-C40 - Advanced Incident Command System (I-400) .5 unit
Prerequisite: FIT-C20 and C30.

This course provides public safety managers with the knowledge and skills associated with executive-level authority and decision making within the Incident Command System. Managerial theories, progressive discipline, conflict resolution, and emergency incident action planning will be discussed. This course emphasizes fiscal accountability and responsibility, and allocation of emergency resources. 12 hours lecture and 12 hours laboratory.

FIT-C41 - Safety Officer (I-404) 1 unit
Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.

This course introduces new safety officers to the tasks and responsibilities associated with being an emergency incident Safety Officer within the framework of the Incident Command System. Students will analyze safety hazards, draft safety messages and memos, brief other students on safety topics, and prepare documents and forms associated with on-the-job injuries or deaths. 24 hours lecture 8 hours laboratory. (Certificate fee: \$20.00)

FIT-C42 - Information Officer (I-403) 1 unit
Prerequisite: None.
Advisory: FIT-C20, C30 and C40.

This course delivers the information needed for functioning as a Public Information Officer in an emergency incident. After completing this course the student will be able to represent an emergency response agency to the media and the public. The course will cover public relations, dealing with the media and the issuing of press releases. 24 hours lecture and 8 hours laboratory. (Certificate fee: \$20.00)

FIT-C43 - Operations Section Chief All Risk (S-430) 1 unit
Prerequisite: FIT-C39, C40.
Limitation on enrollment: Must be associated with a fire department at the Company Officer level. This course meets all requirements of the Firescope All Risk qualification system for the position of Operations Section Chief. Additionally, this course complies with the Wildland Fire Qualifications System set forth in 310-1 and the National Wildfire Coordinating Group. 24 hours lecture and 8 hours laboratory. (Certificate fee: \$20.00)

FIT-E2A - First Responder Medical 2 units
Prerequisite: None.

This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 38 hours lecture and 18 hours laboratory.

FIT-E3D - Emergency Medical Technician Continuing Education 1 unit
Prerequisite: None.

Limitation on enrollment: Must have current EMT certification
 This course is designed to provide fire service personnel with annually required continuing education in pre-hospital emergency medical care at the EMT-1 level. May be taken a total of four times. 20 hours lecture and 12 hours laboratory.

FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation .5 unit
Prerequisite: None.

This course is designed specifically for non-first responder personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 16 hours laboratory.

FIT-H2 - Hazardous Materials First Responder Operational .5 unit
Prerequisite: None.

Provides public safety workers and other likely first responders with the knowledge and skill to respond to hazardous materials emergencies in a safe and competent manner, at the basic operational level. 14 hours lecture and 2 hours laboratory. (Letter Grade, or Pass/No Pass option.)

FIT-H3 - Hazardous Materials First Responder Operational-Decontamination .25 unit
Prerequisite: FIT-H2.

Provides Hazardous Material First Responder Operations (FRO) Certified individuals with information and techniques to perform decontamination at Hazardous Materials Incidents. This includes decontamination of responding personnel, general public, and equipment from hazardous materials to ensure protection of life, environment, and surrounding property. 4 hours lecture and 4 hours laboratory. (Letter Grade, or Pass/No Pass option.)

FIT-I1A - Instructor 1A, Instructional Techniques 2 units
Prerequisite: None.

This is the first of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. 40 hours lecture. (Certificate: \$80.00)

FIT-I1B - Instructor 1B, Instructional Techniques 2 units
Prerequisite: FIT-I1A.

This is the second of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. 40 hours lecture. (Certificate fee: \$80.00)

FIT-I2A - Instructor 2A, Techniques of Evaluation 2 units*Prerequisite: FIT-I1A and I1B.*

This is the first of a three course series which provides the instructor and/or supervisor with the techniques of evaluation. It includes construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security and evaluation of test results to determine instructor and student effectiveness. This is an essential course for writing valid, objective tests. 40 hours lecture. (Certificate fee: \$80.00)

FIT-I2B - Instructor 2B, Group Discussion Techniques 2 units*Prerequisite: FIT-I1A and I1B.*

This course is designed to provide the instructor and/or supervisor with leadership skills. Group dynamics, problem solving techniques and interpersonal relations are developed and utilized in conducting actual staff meetings, brainstorming sessions and organized, effective conference meetings. Skills are also developed in conducting formal public meetings such as panel discussions and forums. 40 hours lecture. (Certificate fee: \$80.00)

FIT-I2C - Instructor 2C, Employing Audio Visual Aids 2 units*Prerequisite: FIT-I1A and I1B.*

This course covers the principles of media in the instructional process; selection of A/V and instructional media; employment of basic and advanced forms of instructional media; use of computers in the instructional process; and individualized instruction program. 40 hours lecture. (Certificate fee: \$80.00)

FIT-I3 - Fire Instructor 3, Master Instructor 5 unit*Prerequisite: FIT-I1A, I1B, I2A, I2B and I2C.*

This is the final course in a series of courses designed to educate and train professional instructors for the fire service. This course is accredited by the California State Board of Fire Services and is one of the prerequisites for teaching any of the Instructor series courses through the Office of the California State Fire Marshal. 16 hours lecture and 24 hours laboratory. (Certificate fee: \$80.00)

FIT-M1 - Fire Management 1, Management/Supervision for Company Officers 2 units*Prerequisite: None.*

This course is designed to prepare or enhance the first line supervisor's ability to supervise subordinates. The course introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personal evaluations and counseling guidelines. 40 hours lecture. (Certificate fee: \$80.00)

FIT-M2A - Organizational Development and Human Relations 2 units*Prerequisite: FIT-M1.*

This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. 40 hours lecture. (Certificate fee: \$80.00)

FIT-M2B - Fire Management 2B, Fire Service Financial Management 2 units*Prerequisite: FIT-M1.*

This course is designed to provide insight into the cyclical nature of budgeting financial management. As a management course, the student will become familiar with the essential elements of the financial planning, budget justification and budget controls. 40 hours lecture. (Certificate fee: \$80.00)

FIT-M2C - Management 2C, Personnel and Labor Relations 2 units*Prerequisite: FIT-M1 and M2A.*

This course is designed to provide the fire manager with advanced knowledge and insight into fire personnel, human resource, diversity management, legal mandates, labor relations and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. 40 hours lecture. (Certificate fee: \$80.00)

FIT-M2D - Fire Management 2D, Master Planning in the Fire Science 2 units*Prerequisite: FIT-M1.*

This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis and others. 40 hours lecture. (Certificate fee: \$80.00)

FIT-M2E - Contemporary Issues and Concepts 2 units*Prerequisite: FIT-M2A and M2B.*

This course provides an overview of contemporary management issues and concepts. Key topics include governmental relations, changing/setting policy formation, program management, personnel, labor relations, and legal environment. 40 hours lecture. (Certificate fee: \$80.00)

FIT-M20 - Developing a Personal Philosophy of Leadership 1 unit*Prerequisite: None.*

This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 24 hours lecture and 16 hours laboratory.

FIT-M21 - Leading Others**1.5 units***Prerequisite: None.*

This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. 32 hours lecture and 8 hours laboratory.

FIT-M22 - Organizational Leadership**1 unit***Prerequisite: None.*

This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. 20 hours lecture and 20 hours laboratory.

FIT-M23 - Ethics and the Challenge of Leadership**1 unit***Prerequisite: None.*

In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. 24 hours lecture and 16 hours laboratory.

FIT-P1A - Prevention 1A, Fire Inspection Practices**2 units***Prerequisite: None.*

This course of study provides a broad technical overview of fire prevention codes, ordinances and fire prevention practices. 40 hours lecture. (Certificate fee: \$80.00)

FIT-P1B - Prevention 1B, Code Enforcement**2 units***Prerequisite: FIT-P1A.*

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports and processing plans. 40 hours lecture. (Certificate fee: \$80.00)

FIT-P1C - Prevention 1C, Flammable Liquids and Gases**2 units***Prerequisite: FIT-P1A and P1B.*

This course focuses on the special hazards associated with flammable combustible liquids and gases. Some topics of discussion include: bulk storage and handling, transportation of flammable gases and liquids and more. 40 hours lecture. (Certificate fee: \$80.00)

FIT-R1A - Rescue Systems**.5 unit***Prerequisite: None.*

This course includes: heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of ladders in specialized rescue situations; and simulated rescue exercises. 45 hours laboratory.

FIT-R2A - Confined Space Rescue - Awareness Level**.5 unit***Prerequisite: None.*

This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring and confined area operation perimeters. 9 hours lecture.

FIT-R2B - Confined Space Rescue- Operational Level**1 unit***Prerequisite: FIT-R2A.*

This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. 12 hours lecture and 28 hours laboratory.

FIT-R3 - Basic Automobile Extrication**.25 unit***Prerequisite: None.*

This course provides students with fundamental automobile extrication techniques. Course content includes: team organization, rescue and safety considerations, use of hand tools, use of hydraulic and pneumatic tools, stabilization techniques, and scene management. 4 hours lecture and 12 hours laboratory. (Letter Grade, or Pass/No Pass option.)

FIT-R4 - Low Angle Rescue-Introduction to Rescue Systems**.25 unit***Prerequisite: None.*

Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems. 4 hours lecture and 20 hours laboratory.

FIT-R7 - Trench Rescue for Fire Service Personnel**.25 unit***Prerequisite: None.*

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures. 4 hours lecture and 12 hours laboratory.

FIT-R10 - Rapid Intervention Crews and Tactics M .25 unit
Prerequisite: FIT-S3 or equivalent. Designed specifically for inservice fire department personnel.

This course provides students with the knowledge to identify potential life threatening situations that may arise during a structural firefighting incident and the skills necessary to perform rescues on trapped firefighters as well as self-rescue techniques. May be taken a total of two times. 4 hours lecture and 12 hours laboratory.

FIT-S1A - Fire Apparatus Driver/Operator 1A, Emergency Vehicle Operations 1 unit

Prerequisite: None.

Advisory: California Firefighter I Certification.

Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.

This course is designed to provide the student with information on driving techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. 24 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

FIT-S1B - Fire Apparatus Driver/Operator 1B, Pump Operations 1 unit

Prerequisite: None.

Advisory: California Firefighter I Certification.

Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.

This course is designed to provide the student with information, theory, methods and techniques for operating fire service pumps. 24 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

FIT-S2 - Truck Operations 3 units

Prerequisite: None.

This course includes aerial physics, ground ladder testing, positive power ventilation techniques, vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment, high rise building incident command procedures, elevator construction, fire service systems and rescue techniques, building search and rescue techniques, salvage and overhaul operations, methods of commercial and residential forcible entry, chain saw safety and maintenance and rapid intervention crew tactics. 45 hours lecture and 50 hours laboratory.

FIT-S3 - Basic Firefighter Academy 19 units

Prerequisite: EMS 50, 51, FIT-I and FIT-S3A.

Advisory: ENG-50, MAT-52 and REA-82 or qualifying test scores

Limitation on enrollment: Successful completion of the Certified Physical Abilities Test (CPAT or Biddle) within nine months of the start date of the fire academy and a Fire Academy Medical Clearance once the student has been offered placement in the Fire Academy program.

Provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. Tasks includes basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, Incident Command System (ICS), hazardous materials, and tool selection and identification. Students will also learn to use, inspect and maintain various types of fire fighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the California State Fire Marshal to become certified as a Fire Fighter I. 235 hours lecture and 325 hours laboratory. (Certificate fee: \$200.00)

FIT-S3A - Introduction to Fire Academy and Physical Conditioning for Fire Academy Students 1 unit

Prerequisite: None.

This course is a six-week physical conditioning and Fire Academy orientation program that prepares future Fire Academy cadets for the physical and emotional demands of the Fire Academy. Students will participate in muscular strength development, cardio-respiratory endurance training, body composition assessment, physical agility and flexibility training. Additionally, students will be introduced to the paramilitary format of the Fire Academy, and the expectations that are placed on Fire Academy cadets. May be taken a total of three times. 24 hours lecture and 24 hours laboratory.

FIT-S4 - CDF Firefighter 1 - Basic Academy 2 units

Prerequisite: None.

This course introduces the novice firefighter to the duties required in both wildland and structural firefighting as part of an engine crew. It is comprised from the minimum training requirements for entry-level seasonal firefighters for the California Department of Forestry and Fire Protection. Fundamentals of wildland fire control and techniques in structural fire control are covered with a strong emphasis on safety. Subjects covered include: fire behavior and terminology, tools used in firefighting, protective clothing and safety equipment, strategies and tactics used in firefighting, storage and deployment of fire hose. 30 hours lecture and 42 hours laboratory.

FIT-S5A - Wildland Safety and Survival .25 unit

Prerequisite: None.

Provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is, an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter's job. 8 hours lecture.

FIT-S13 - Fire Control 3, Structural Firefighting .25 unit*Prerequisite: None.*

This course utilizes the burning of buildings to provide students with hands on firefighting experience in fire behavior within a building, ventilation, self-contained breathing apparatus, use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting. 6 hours lecture and 18 hours laboratory.

FIT-S14 - Fire Control 4, Oil and Gas Fire Fighting .25 unit*Prerequisite: None.*

This course utilizes live fire situations to provide hands-on experience in combating fire involving liquefied petroleum gas and flammable liquid fires. Subjects include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements and live fire fighting. 6 hours lecture and 6 hours laboratory.

FIT-S17 - Volunteer Firefighter Trainee Academy 1.5 units*Prerequisite: None.*

This course introduces recruit firefighters to the duties required of the trainee volunteer firefighter. It is comprised of the minimum training requirements for entry-level volunteer firefighters for the Riverside County Fire Department. Subjects covered include fire station orientation, fire terminology, communicable disease awareness, tools used in firefighting, protective clothing and safety equipment, storage and deployment of fire hose. 31 hours lecture and 19 hours laboratory.

FIT-S21 - Public Safety Honor Guard Academy 1.5 units*Prerequisite: None.*

This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the Incident Command System. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory

FIT-TI1A Training Instructor 1A 1.5 units*Prerequisite: None.*

The first of a three-course series designed to prepare fire service personnel for the teaching and training responsibilities under the positions of fire officer and training officer. This course required to become a certified instructor for the California State Fire Marshal's State Fire Training system. 27 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

FIT-TI1B Training Instructor 1B 1.5 units*Prerequisite: FIT-TI1A.*

The second of a three-course series designed to teach fire service instructors and training officers the methods and techniques of instruction. This course is certified by the California State Fire Marshal, and is applicable to the SFM Fire Officer and SFM Fire Service Instructor tracks of the California State Fire Marshal Professional Development and Certification System. 20 hours lecture and 27 hours laboratory. (Certificate fee: \$80.00)

FIT-TI1C Instructional Development Techniques 1.5 units*Prerequisite: FIT-TI1B.*

The third of a three-course series for fire service instructors. This course is certified by the California State Fire Marshal, and is part of the professional development track Fire Instructor series within the California State Fire Marshal system. 27 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

GEOGRAPHY**GEG-1 - Physical Geography 3 units****UC, CSU***Prerequisite: None.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1H - Honors Physical Geography 3 units**UC, CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1L - Physical Geography Laboratory 1 unit**UC, CSU***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

GEG-2 - Human Geography **3 units**
UC, CSU

Prerequisite: None.

The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3 - World Regional Geography **3 units**
UC, CSU

Prerequisite: None.

A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

GUIDANCE

GUI-45 - Introduction to College **1 unit**
CSU

Prerequisite: None.

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

GUI-46 - Introduction to the Transfer Process **1 unit**
CSU

Prerequisite: None.

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.

GUI-47 - Career Exploration and Life Planning **3 units**
UC, CSU

Prerequisite: None.

In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW. 54 hours lecture. (Material fee: \$16.00)

GUI-48 - College Success Strategies **2 units**
CSU

Prerequisite: None.

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

GUI-48A - College Success Strategies- Study Skills **1 unit**
CSU

Prerequisite: None.

This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

GUI-48B - College Success Strategies- Life Skills **1 unit**
CSU

Prerequisite: None.

This course is designed to increase the student's success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

HEALTH SCIENCE

HES-1 - Health Science **3 units**
UC, CSU

Prerequisite: None.

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HEALTHCARE TECHNICIAN

HET-79 - Introduction to Healthcare Careers **2 units**

Prerequisite: None.

Provides an overview of healthcare industry, describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices **6 units**

Prerequisite: None.

Limitation on enrollment: Requires fingerprinting and submission of application for state certification examination, current CPR certification and titers, medical clearance from healthcare provider, uniform and MVC/HET I.D. badge.

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory. (TBA option)

HET-82 - Phlebotomy Technician **5 units**

Prerequisite: None.

Advisory: The California Department of Health Services requires that applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.

Limitation on enrollment: Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and titers, and medical clearance from healthcare provider to be on file in the department office; clinical laboratory experience requires wearing a green scrubs uniform and MVC/RCC HET I.D. badge.

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

HET-86 - Acute Care Nurse Assistant **1 unit**

Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)

Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.

HET-87 - Restorative Nurse Assistant **2 units**

Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)

Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.

Prepares Certified Nurse Assistants (CNAs) for career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

HISTORY

HIS-1 - History of World Civilizations I **3 units** UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

HIS-2 - History of World Civilizations II **3 units** UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-4 - History of Western Civilization **3 units** UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

HIS-5 - History of Western Civilization **3 units** UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

HIS-6 - Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-6H - Honors Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-7 - Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of the United States **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-8 - History of the Americas **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture.

HIS-9 - History of the Americas **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, inter-American relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-11 - Military History of the United States to 1900 **3 units****(Same as MIL-1)**

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-12 - Military History of the United States Since 1900 **3 units****(Same as MIL-2)**

UC, CSU

Prerequisite: None.

An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-14 - African American History I **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-15 - African American History II **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post civil rights era. 54 hours lecture.

HIS-21 - History of Ancient Greece **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of Greek history from Minoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

HIS-22 - History of Ancient Rome **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

HIS-26 - History of California **3 units**

UC, CSU

Prerequisite: None.

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-30 - Introduction to Chicano Studies **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950s. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies **3 units**

UC, CSU

Prerequisite: None.

A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

HIS-34 - History of Women in America **3 units**

UC, CSU

Prerequisite: None.

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

HIS-35 - History of England **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

HOMELAND SECURITY**HLS-1 - Introduction to Homeland Security** **3 units**

CSU

Prerequisite: None.

Course is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Students will examine threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Students will review the roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including but not limited to law enforcement, fire, EMS, public health, education, mental health, and special districts (water, utilities, sanitation). Students will meet the state and federal requirements for certification in SEMS/NIMS by completing: IS 100 (Introduction to Incident Command), IS 200 (ICS for Single Resources and Initial Action Incidents), IS 700 (National Incident Management System: An Introduction) and IS 800 (National Response Plan: An Introduction). 54 hours lecture.

HLS-2 - Preparedness for Emergencies, Disasters and Homeland Security Incidents **3 units**

CSU

Prerequisite: HLS-1.

This course is designed to instruct students in the theory and practice of basic preparedness for major incidents such as terrorist attacks, disasters both natural and man-made. Students will receive a comprehensive examination of mitigation and preparation from a multi-disciplinary perspective. Specific topics of discussion include trainings and exercises, supplies and equipment and necessary documentation. 54 hours lecture.

**HLS-3 - Response to Emergencies, Disasters
and Homeland Security Incidents** **3 units**
CSU

Prerequisite: HLS-1.

This course is designed to instruct students in the theory and practice of response to major incidents such as terrorist attacks and disasters both natural and man-made. Students will undertake a comprehensive examination of response structure from local, state and Federal agency perspectives. Specific topics of discussion include differences in roles and responsibilities, Incident Command System, communication among response agencies and the role of volunteer agencies in response. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**HLS-4 - Recovery in Emergencies, Disasters
and Homeland Security Incidents** **3 units**
CSU

Prerequisite: HLS-1.

This course is designed to introduce students to recovery issues that may ensue following a disaster, emergency, or homeland security incident. Students will conduct a comprehensive, examination of recovery from a multi-disciplinary perspective. Specific topics of discussion and analysis include recovery planning, supplies and equipment and necessary documentation. 54 hours lecture.

**HLS-5 - Investigation of Emergencies, Disasters
and Homeland Security Incidents** **3 units**
CSU

Prerequisite: HLS-1.

This course is designed to instruct first responders, emergency personnel and community members in the theory and practice of basic investigative techniques, challenges and strategies for major incidents such as terrorist attacks, manmade and natural disasters. Students will receive a comprehensive examination of investigation from a multidisciplinary perspective. Specific topics of discussion include different types of investigations, legal issues, resources and necessary documentation. 54 hours lecture.

**HLS-6 - Case Studies in Emergencies,
Disasters and Homeland Security Incidents** **3 units**
CSU

Prerequisite: HLS-1.

This course is designed to introduce students to case studies of historical emergencies, disasters and Homeland Security incidents and how they relate to preparedness for future events. Students will focus on a variety of case studies from an all-hazard, multi-disciplinary perspective. Students will examine case studies covering both current and historical events, including disasters and terrorist events, and responses at local, state, national and international levels. Students will evaluate the lessons learned from these events and their impact on society and current policy. 54 hours lecture.

HUMAN SERVICES

HMS-4 - Introduction to Human Services **3 units**
CSU

Prerequisite: None.

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

HMS-5 - Introduction to Evaluation and Counseling **3 units**
CSU

Prerequisite: None.

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

HMS-6 - Introduction to Case Management **3 units**
CSU

Prerequisite: None.

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

HMS-7 - Introduction to Psychosocial Rehabilitation **3 units**
CSU

Prerequisite: None.

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

HMS-8 - Introduction to Group Process **3 units**
CSU

Prerequisite: None.

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

HMS-13 - Employment Support Strategies 3 units

CSU

Prerequisite: None.

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

HMS-14 - Job Development 3 units

CSU

Prerequisite: None.

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

HMS-16 - Public Assistance and Benefits 1 unit

CSU

Prerequisite: None.

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

HMS-17 - Introduction to Public Mental Health 3 units

(Same as SOC- 17)

CSU

Prerequisite: None.

An introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

HMS-18 - Introduction to Social Work 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

HMS-19 - Generalist Practices of Social Work 3 units

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the biopsychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

HMS-200 - Human Services Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

HUMANITIES**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 - Introduction to Mythology **3 units**
(Same as ENG-8)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

HUM-10 - World Religions **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H - Honors World Religions **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-23 - The Bible as Literature **3 units**
(Same as ENG-23)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-35 - Philosophy of Religion **3 units**
(Same as PHI-35)

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

ART 1, 2 - History and Appreciation of Art

ENG-6, 7 - English Literature

ENG-14, 15 - American Literature

ENG-40, 41 - Masterpieces of World Literature

MUS 19, 20, 21 - Music History and Literature

Any Philosophy course

See also Humanities A.A. Degree requirements

INTERDISCIPLINARY STUDIES
ILA-1 - Introduction to Tutor Training I **1 unit***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ILA-5 - Service Learning and Community Involvement **1-2-3-4 units***Prerequisite: None.*

Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

JOURNALISM
JOU-1 - Introduction to Journalism **3 units**
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

JOU-2 - News Writing **3 units**
CSU*Prerequisite: JOU-1.*

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

JOU-7 - Mass Communications **3 units**
UC, CSU*Prerequisite: None.*

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

JOU-20A – Newspaper: Beginning **3 units**
CSU*Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20B – Newspaper: Intermediate **3 units**
CSU*Prerequisite: JOU-20A.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20C – Newspaper: Advanced **3 units**
CSU*Prerequisite: JOU-20B.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20D – Newspaper: Professional **3 units**
CSU*Prerequisite: JOU-20C.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-200 - Journalism Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see PHOTOGRAPHY

KINESIOLOGY

(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-30 - First Aid and CPR **3 units**

UC, CSU

Prerequisite: None.

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$35.75 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

KIN-35 - Foundation for Fitness and Wellness **3 units**

CSU

Prerequisite: None.

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory. (TBA option)

KIN-36 - Wellness: Lifestyle Choices

3 units

CSU

Prerequisite: None.

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

KIN-38 - Stress Management

3 units

CSU

Prerequisite: None.

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate in Science Degree.

KIN-A11 - Tennis, Beginning

1 unit

UC*, CSU

Prerequisite: None.

This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

KIN-A12 - Tennis, Intermediate

1 unit

UC*, CSU

Prerequisite: None.

Advisory: KIN-A11.

Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

KIN-A13 - Tennis, Advanced**1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A12.*

This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

KIN-A15 - Bowling, Beginning**1 unit**

UC*, CSU

Prerequisite: None.

This course is designed to develop the basic techniques of bowling and an understanding of rules, etiquette, and score-keeping. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity to practice skills and develop an understanding of the rules, etiquette, and score-keeping by participating in a class league which utilizes the handicap scoring system. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A15, KIN-A16, and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A16 - Bowling, Intermediate**1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A15.*

This course is designed to assist students in the continued improvement of basic bowling techniques and the development of knowledge and expertise specific to intermediate bowling skills. Emphasis will be placed upon the development of a hook, the ability to self-correct as related to common errors, and the introduction and practice of various systems of spare conversion. Students will also be introduced to the recommended adjustments associated with varying lane conditions. Opportunities for knowledge and skill development will be provided through prescribed drills, practice sessions, and participation in a class league which utilizes the handicap scoring system. Subsequent enrollment will provide the student an opportunity for further skill development and competency. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A17 - Bowling, Advanced**1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A16.*

This course is designed to assist students in both mastery and consistency of the bowling approach, delivery, development of the hook, and systems of spare conversion. Special emphasis is placed on students gaining a thorough understanding of the point of origin, point of aim, and mechanical adjustments necessary for consistent execution of spare conversion. Students will also be introduced to the concept of sport psychology as a means of strengthening their performance during competition. Additional semesters will provide the student an opportunity for improved skill and competency development. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A36 - Cross Country Skiing**1 unit**

UC*, CSU

Prerequisite: None.

This course is designed to allow the student to develop skills and proficiency in cross country skiing. Topics will include equipment and clothing selection, waxing, instruction in classical technique, skating technique and Nordic downhill. Practical application of skiing skills will take place in the field trips. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A40 - Karate, Beginning**1 unit**

UC*, CSU

Prerequisite: None.

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A41 - Karate, Intermediate**1 unit**

UC*, CSU

Prerequisite: None.

Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A43 - T'ai-chi Ch'uan, Beginning **1 unit**
UC*, CSU*Prerequisite: None.*

Teaches the student the first Yang Style T'ai-chi ch'uan (taijiquan) routine, section one. The first t'ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A43 and KIN-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A44 - T'ai-chi Ch'uan, Intermediate **1 unit**
UC*, CSU*Prerequisite: KIN-A43.*

A continuation of Yang Style T'ai-chi Ch'uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) Long Form. Students will also learn the partner T'ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTCCA T'ai-chi Ch'uan certification. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A43 and KIN-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A46 - Hatha Yoga, Beginning **1 unit**
UC*, CSU*Prerequisite: None.*

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A47 - Hatha Yoga, Intermediate **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A46.*

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A64 - Soccer **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A75 - Walking for Fitness **1 unit**
UC*, CSU*Prerequisite: None.*

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A81 - Physical Fitness **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A83 - Kickboxing Aerobics **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Subsequent enrollment in additional semesters will provide the student with further development in skill competency. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A85 - Bicycling **1 unit**
UC*, CSU*Prerequisite: None.*

This course will acquaint the student with bicycling safety and traffic laws, bicycles and accessories, bicycle maintenance and repair, and cycling techniques. Students will develop an appreciation of cycling as a lifetime activity and as a means of developing and maintaining muscular and aerobic fitness. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A86 - Step Aerobics 1 unit

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A87 - Step Aerobics, Intermediate 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A86 or proficient skills in step aerobics.*

This course will broaden students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A88 - Step Aerobics, Advanced 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A87 or proficient skills in step aerobics.*

For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the step aerobics activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A89 - Body Sculpting 1 unit

UC*, CSU

Prerequisite: None.

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. The course may be taken four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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.

MAG-51 - Elements of Supervision 3 units*Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture.

MAG-56 - Human Resources Management 3 units

CSU

Prerequisite: None.

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-200 - Management Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MARKETING**MKT-20 - Principles of Marketing 3 units**

CSU

*Prerequisite: None.**Advisory: BUS-10.*

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

MKT-41 - Techniques of Selling 3 units

CSU

Prerequisite: None.

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management 3 units

CSU

Prerequisite: None.

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

MKT-200 - Marketing Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MATHEMATICS**MAT-1A - Calculus I 4 units**

UC*, CSU

Prerequisite: MAT-10 or qualifying placement level.

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II 4 units

UC, CSU

Prerequisite: MAT-1A.

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III 4 units

UC, CSU

Prerequisite: MAT-1B.

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations 4 units

UC, CSU

Prerequisite: MAT-1B.

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture.

MAT-3 - Linear Algebra 3 units

UC, CSU

Prerequisite: MAT-1B.

Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. 54 hours lecture.

MAT-10 - Precalculus 4 units

UC*, CSU

Prerequisite: MAT-36 or qualifying placement level.

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra 4 units

UC*, CSU

Prerequisite: MAT-35 or qualifying placement level.

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

MAT-12 - Statistics 3 units

UC, CSU (C-ID SOCI 125)

Prerequisite: MAT-35 or qualifying placement level.

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-12H - Honors Statistics 3 units

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units

UC, CSU

Prerequisite: MAT-35 or qualifying placement level.

This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours lecture.

MAT-32 - Introduction to Symbolic Logic 3 units

(Same as PHI-32)

UC, CSU

*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35 - Intermediate Algebra 5 units*Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

MAT-36 - Trigonometry 4 units

CSU

Prerequisite: MAT-35 and 53 or qualifying placement level.

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-37 – Algebra for Statistics 6 units*Prerequisite: None.*

This is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not plan to major in math, science, computer science, or engineering. 90 hours lecture and 54 hours laboratory. (Non-degree credit course.)

MAT-52 - Elementary Algebra 4 units*Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

MAT-53 - College Geometry 3 units

Prerequisite: MAT-52 or qualifying placement level.

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids; formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

MAT-63 - Arithmetic 3 units

Prerequisite: None.

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra 3 units

Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course.)

MAT-65 - Arithmetic and Pre-Algebra 5 units

Prerequisite: None.

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. (Letter Grade, or Pass/No Pass option.)

MAT-90A - Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions 1 unit

Prerequisite: None.

A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90B - Special Topics in Arithmetic: Fractions and Introduction to Decimals 1 unit

Prerequisite: MAT-90A.

A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90C - Special Topics in Arithmetic: Decimals 1 unit

Prerequisite: MAT-90B.

A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90D – Rational Numbers and Introduction to Variables 1 unit

Prerequisite: MAT-63, 90C or qualifying placement level.

A course covering the four basic mathematical operations as they apply to integers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra 1 unit

Prerequisite: MAT-90D.

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations 1 unit

Prerequisite: MAT-90E.

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

MDA-1A - Medical Terminology 1A 3 units
CSU

Prerequisite: None.

Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculo-skeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.

MDA-1B - Medical Terminology 1B 3 units
CSU

Prerequisite: MDA-1A.

Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

MDA-54 - Clinical Medical Assisting and Pharmacology 5 units*Prerequisite: MDA-1A.**Corequisite: MDA-1B.*

Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription 5 units*Prerequisite: MDA-1A and one of the following: CIS-1A or BUS/CIS/CAT-3, 50 or 84.**Corequisite: MDA-1B.**Advisory: A minimum typing speed of 60 WPM.*

Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory. (TBA option)

MDA-58B - Advanced Medical Transcription 3 units*Prerequisite: MDA-58A.*

Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory. (TBA option)

MDA-59 - Medical Office Procedures 5 units*Prerequisite: One of the following: CIS-1A, BUS/CIS/CAT-3, CAT-50 or CIS/CAT-84.**Corequisite: MDA-1A.*

Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory. (TBA option)

MDA-60 - Survey of Human Disease Processes 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

MDA-61 - Pharmacology for Medical Office Personnel 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

MDA-62 - CPT/Coding 3 units*Prerequisite: MDA-1A.**Advisory: Completion of or concurrent enrollment in MDA-1B.*

Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Included coding for the physician's services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator's Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory 3 units*Prerequisite: MDA-1A.**Advisory: MDA-1B, 59 and AMY-10.*

Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

MDA-64 - ICD-9 Coding/Hospital 3 units*Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.**Advisory: Completion of MDA-59 and AMY-10.*

Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

**MDA-200 - Medical Assisting Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MICROBIOLOGY**MIC-1 - Microbiology 4 units
UC, CSU***Prerequisite: CHE-2A and one of the following: AMY-2A, 2B, 10, BIO-1, 2A, 2B, 5, 8, 11, 12 or 34.*

General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. 54 hours lecture and 54 hours laboratory.

MILITARY SCIENCE

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

MIL-1 - Military History of the United States to 1900 3 units

(Same as HIS-11)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MIL-2 - Military History of the United States since 1900 3 units

(Same as HIS-12)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MUSIC
MUS-1 - Teaching Music to Young Children 3 units
 CSU

Prerequisite: None.

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3 - Fundamentals of Music 4 units

UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-32 and another music performance class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sightsinging, dictation and music reading using the keyboard. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-4 - Music Theory I 4 units

UC, CSU

Prerequisite: MUS-3 and 32 or 53.

Advisory: Concurrent enrollment in a music performance class.

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structures, figured bass, non-harmonic tones, first species counterpoint, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-5 - Music Theory II 4 units

UC, CSU

Prerequisite: MUS-4 and MUS-32 or 53.

Advisory: Concurrent enrollment in a music performance 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. (TBA option)

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-12, 39, 79 and P12:

| | |
|---------|----------------------------------|
| MUS-28 | Riverside Community Symphony |
| MUS-33 | Vocal Jazz Ensemble |
| MUS-41 | Chamber Singers |
| MUS-42 | Wind Ensemble |
| MUS-44 | Jazz Ensemble |
| MUS-48 | Marching Band |
| MUS-68 | Community Symphony |
| MUS-73 | Vocal Jazz Ensemble |
| MUS-77 | Guitar Ensemble |
| MUS-81 | Consort Singers |
| MUS-82 | Wind Symphony |
| MUS-84 | Jazz Orchestra |
| MUS-88 | Pageantry Ensemble |
| MUS-P77 | Advanced Guitar Ensemble |
| THE-37 | Musical Theater Techniques |
| THE-52 | Musical Theater Touring Ensemble |

MUS-19 - Music Appreciation 3 units

UC, CSU

Prerequisite: None.

A comprehensive study of musical style, form, and materials organized to acquaint the student with representative musical literature through listening, reading and writing. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces to 1820 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

A course on biography, history and music masterpieces of classical European music from its inception to 1820. The content focuses on great composers and their music in an historical context from the Medieval, Renaissance, Baroque and Classic periods. 54 hours lecture.

MUS-21 - Great Composers and Music Masterpieces After 1820 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

A course on biography, history and music masterpieces of classical European music from 1820 to the present. The content focuses on great composers and their music in an historical context from the Romantic and Impressionistic periods and in their stylistic groupings in the twentieth century. This course begins with Beethoven's late period and continues with the European traditions. It also includes the music of the United States in the 20th century and highlights composers from around the world who write in classical traditions. 54 hours lecture.

MUS-22 - Survey of Music Literature 3 units

UC, CSU

Prerequisite: MUS-3.

Survey of the major style periods and composers in the history of Western Music including the study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation and can follow open score and analyze the motives, themes, harmony and form of composition. 54 hours lecture.

MUS-25 - Jazz Appreciation 3 units

UC, CSU

Prerequisite: None.

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation 3 units

UC, CSU

Prerequisite: None.

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-30 - Class Voice 1 unit

UC, CSU

Prerequisite: None.

Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

MUS-31 - College Choir 1 unit

UC, CSU

Prerequisite: None. Open to all students interested in a college choral singing experience.

A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32 - Class Piano 1 unit

UC, CSU

Prerequisite: None.

Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

MUS-36 - Instrumental Chamber Ensembles 1.5 units

CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.*

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory. (TBA option)

MUS-37 - Class Guitar **1 unit**
 UC, CSU
Prerequisite: None.
 Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-38 - Beginning Applied Music Training **2 units**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-39 - Intermediate Applied Music **3 units**
 UC, CSU
Prerequisite: None.
Corequisite: Enrollment in a two-unit performance ensemble.
Limitation on enrollment: Audition on or before the first class meeting.
 Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

MUS-53 - Keyboard Proficiency **1 unit**
 CSU
Prerequisite: None.
 Group and individual preparation for the keyboard proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

MUS-57 - Gospel Singers **1 unit**
 UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
 A college chorus of mixed voices dedicated to the study, rehearsal and public performance of anthems, spirituals and gospel (traditional/contemporary) music. This class provides for the learning of the fundamentals of choral singing. Subsequent enrollment will provide the student with an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-58 - Gospel Choir **1 unit**
 UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
 A choir of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African-American gospel (traditional/contemporary) music. May be taken a total of four times. 54 hours laboratory.

MUS-77 - Guitar Ensemble **2 units**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.
 An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-200 - Music Work Experience **1-2-3-4 units**
 CSU*
Prerequisite: None.
Advisory: Students should have paid or voluntary employment.
 This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

OFFICE ADMINISTRATION

SEE [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)

PHILOSOPHY

PHI-10 - Introduction to Philosophy **3 units**
 UC, CSU
Prerequisite: None.
 A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H - Honors Introduction to Philosophy **3 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking **3 units**
UC, CSU*Prerequisite: None.*

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

PHI-12 - Introduction to Ethics: **3 units**
Contemporary Moral Issues
UC, CSU*Prerequisite: None.*

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-15 - Bio-Medical Ethics **3 units**
UC, CSU*Prerequisite: None.*

An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic **3 units**
(Same as MAT-32)

UC, CSU

*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-35 - Philosophy of Religion **3 units**
(Same as HUM-35)

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY**PHO-12 - Photojournalism** **3 units**
(Same as JOU-12)

CSU

*Prerequisite: PHO-8.**Corequisite: PHO-9.*

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with aperture and shutter controls. Lab materials fee assessed. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

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.

PHO-200 - Photography Work Experience 1-2-3-4 units
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see [JOURNALISM](#)

PHYSICAL EDUCATION
SEE [KINESIOLOGY](#)

PHYSICAL SCIENCE

PHS-1 - Introduction to Physical Science 3 units
UC*, CSU

Prerequisite: None.

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

PHS-17 - Introduction to the Development of Modern Science 3 units

(Same as CHE-17)

UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

PHYSICIAN ASSISTANT

PHT-1 - Applied Clinical Skills 2 units
CSU

Prerequisite: None.

Limitation on enrollment: Acceptance into the Physician Assistant program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student will learn basic clinical skills applicable to the clinical environment including interpretation and theory of body fluids and tissue and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. 27 hours lecture and 27 hours laboratory.

PHT-2 - Medicine Science I 6.5 units
CSU

Prerequisite: None.

Limitation on enrollment: Acceptance into the Physician Assistant program.

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

PHT-3 - History and Physical Assessment I 4 units
CSU

Prerequisite: None.

Corequisite: PHT-2.

Limitation on enrollment: Acceptance into the Physician Assistant program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in the PHT- 2 Medical Science I course. 54 hours lecture and 54 hours laboratory.

PHT-4 - Applied Clinical Skills II 4 units
CSU

Prerequisite: None.

Limitation on enrollment: Acceptance into the Physician Assistant program.

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the basic skills and concepts of electrocardiology and radiology applicable to the clinical setting. 54 hours lecture and 54 hours laboratory.

PHT-5 - Medicine Science II 6.5 units

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

PHT-6 - History and Physical Assessment II 4 units

CSU

*Prerequisite: Completion of all first semester courses.**Corequisite: Concurrent enrollment in PHT- 5.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements of an approved Physician Assistant program. The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be on a normal history, physical and neurological exam and progressive case studies will correlate with the clinical symptoms covered in PHT-5. The student will also learn how to perform an obstetric and gynecological exam and examination of the male genitalia and prostate using patient simulations and patient models. Includes practical experiences of history taking and physical assessment supervised by individual preceptors. 54 hours lecture and 54 hours laboratory.

PHT-7 - Medical Pharmacology 4 units

CSU

*Prerequisite: Completion of all first semester courses.**Corequisite: Concurrent enrollment in PHT-4, 5, and 6.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. 72 hours lecture.

PHT-8 - Applied Clinical Skills III 3 units

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the basic skills and concepts of cardiopulmonary resuscitation, aseptic technique, operating room principles and guidelines, wound closure, bandaging and splinting, casting, parenteral medication administration, intravenous access, venipuncture, nasogastric intubation and bladder catheterization and standard precautions. 36 hours lecture and 54 hours laboratory.

PHT-9 - Medicine Science III 6.5 units

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

PHT-10 - Clinical Nutrition 3 units

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the science of nutrition as it relates to good health, health promotion, disease prevention, the diagnosis, assessment and treatment of the nutritional aspects of acute and chronic illnesses. 54 hours lecture.

PHT-11 - Internal Medicine I 6 units

CSU

*Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine where, under supervision, they participate in a variety of patient care activities including rotation through Intensive and Coronary Care Units and the Emergency Room. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend grand and special conferences participating, where possible, in the elucidation of diagnoses and formulation of therapeutic plans. 336 hours laboratory. (TBA option)

PHT-12 - Internal Medicine II 6 units

CSU

*Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine, where, under supervision, they participate in a variety of patient care activities including rotations in the Intensive and Coronary Care Units. Students are assigned to patients for medical history, physical examination, diagnostic testing and patient management. Students attend daily ward rounds, grand rounds, and special conferences and participate in discussions of diagnostic problems and formulation of patient management plans. 336 hours laboratory. (TBA option)

PHT-13 - General Surgery **4 units**
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.
 Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities including surgical history review, physical examination, diagnostic testing, technical and surgical procedures and management of the surgical patient. Students attend daily ward rounds, special conferences with participation in pre-operative and post-operative care of patients. Includes rotations through the Trauma Unit and Emergency Room. 224 hours laboratory. (TBA option)

PHT-14 - Surgery II **6 units**
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.
 This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Surgery Internship with the Department of Orthopedic Surgery. 336 hours laboratory. (TBA option)

PHT-15 - Pediatrics **6 units**
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.
 Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Pediatrics where they, under supervision, participate in a variety of pediatric patient care activities. Students are assigned to pediatric patients for medical history review, physical examination, diagnostic testing, and participation in supportive role in the patient's therapeutic management. They attend daily ward rounds, grand rounds, and special conferences and participate on discussion of diagnostic problems and formulation of patient management plans. 336 hours laboratory. (TBA option)

PHT-16 - Obstetrics/Gynecology **6 units**
CSU
Prerequisite: Advanced standing in the Physician Assistant program including completion of all first year courses.
 This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Obstetrics and Gynecology where, under supervision, they participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Students are assigned to patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. They also attend daily grand rounds and special conferences with participation in the discussion of diagnostic problems and patient management plans. 336 hours laboratory. (TBA option)

PHT-17 - Family Practice **6 units**
CSU
Prerequisite: Advanced standing in the Physician Assistant program including completion of all first year courses.
 This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Practice where, under supervision, they participate in a variety of patient care activities. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend daily grand rounds and special conferences with participating, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. 336 hours laboratory. (TBA option)

PHT-18 - Psychiatry/Mental Health **4 units**
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.
 Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Psychiatry and Mental Health where, under supervision, they participate in a variety of patient care activities. Students perform psychiatric interviews and mental status examinations and participate in discussions and formulation of therapeutic plans. 224 hours laboratory. (TBA option)

PHT-19 - Emergency Medicine **4 units**
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.
 Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Emergency Medicine where, under supervision, they participate in a variety of patient care activities including medical history review, physical examination, advanced life support, basic life support, suturing, splinting, insertion of central lines, venipuncture, intravenous access, and minor surgical procedures. Students participate in discussion on diagnostic problems and formulate therapeutic plans. 224 hours laboratory. (TBA option)

PHT-20 - Medical Genetics**3 units**

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Medical Genetics course introduces students to the human genome and human genetic research. The course covers the principles of heredity at the cellular and molecular levels; genetic and molecular analysis of representative human traits in conjunction with their clinical manifestation. Genetic variation in individuals and its application in forensic medicine; gene mining for the advance medicine; genetics of cancer, immunogenetics, and pharmacogenetics will also be discussed. Emphasis is placed on understanding the role of genetic and environmental factors in maintaining health, prevention and management of disease in individuals and populations; on identification of genetic predispositions based on family pedigree in the context of clinical preventive practice; and on genetic testing and counseling. The ethical, legal and social implications of genomics for individuals and health care systems will be discussed. Controversial, thought-provoking topics related to the treatment of genetic diseases such as stem cell research and gene therapy will be included. Genomics of emerging pathogens in the aspect of world health will be recognized. Designed to meet the requisites in basic medical sciences for professional programs. 54 hours lecture combined with problem-based learning and virtual laboratory setting.

PHT-21A - Neurosurgery Clerkship**5 units**

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is an advanced student-cohort course of study and is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Neurosurgery where, under supervision, they will participate in various inpatient and outpatient care activities that further develop clinical skills in assessment, evaluation, diagnosis and differential diagnosis, medical and surgical management, and discharge planning of patients with neurological conditions. 270 laboratory hours. (TBA option)

PHT-21B - Advanced Mental Health Clerkship**5 units**

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program and the California Department of Mental Health, Mental Health Services Act (MHSA). Students are assigned to the Department of Psychiatry and Mental Health Clinics where, under supervision, they participate in a variety of patient care activities consistent with the MSHA criteria. 270 hours laboratory. (TBA option)

PHT-21C - Advanced Geriatrics Clerkship**5 units**

CSU

*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is an advanced student-cohort course of study and is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Medicine where, under supervision, they participate in a variety of patient care activities consistent with Geriatric Medicine. 270 hours laboratory. (TBA option)

PHT-21D - Hospitalist Medicine Clerkship**5 units***Prerequisite: None.**Limitation on Enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is an advanced student-cohort course of study and is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine where, under supervision, they participate in a variety of inpatient care activities that further develop clinical skills in assessment, treatment and discharge planning of common diseases and conditions of hospitalized patients. 270 hours laboratory. (TBA option)

PHYSICS**PHY-4A - Mechanics****4 units**

UC*, CSU

*Prerequisite: None.**Corequisite: MAT-1A.*

Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism**4 units**

UC*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell's equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves**4 units**

UC*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

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| PHY-4D - Modern Physics UC, CSU <i>Prerequisite: None.</i> <i>Corequisite: PHY-4C.</i> Relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to examples including the one-electron atom. 72 hours lecture. | 4 units |
| PHY-10 - Introductory General Physics UC*, CSU <i>Prerequisite: MAT-52.</i> A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture. | 3 units |
| PHY-11 - Physics Lab UC, CSU <i>Prerequisite: None.</i> <i>Corequisite: PHY-10.</i> An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory. | 1 unit |

PHYSIOLOGY AND ANATOMY
SEE [ANATOMY AND PHYSIOLOGY](#)

POLITICAL SCIENCE

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|---|----------------|
| POL-1 - American Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. | 3 units |
| POL-1H - Honors American Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> <i>Limitation on enrollment: Enrollment in the Honors program.</i> The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. | 3 units |

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| POL-2 - Comparative Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> A comparative study of selected European, Asian, African, Latin American and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. | 3 units |
| POL-2H - Honors Comparative Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> <i>Limitation on enrollment: Enrollment in the Honors program.</i> A comparative study of selected European, Asian, African, Latin American, Middle Eastern and Political Systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. | 3 units |
| POL-4 - Introduction to World Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> 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. | 3 units |
| POL-4H - Honors Introduction to World Politics UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> <i>Limitation on enrollment: Enrollment in the Honors program.</i> A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture. | 3 units |
| POL-6 - Introduction to Political Economy (Same as ECO-6) UC, CSU <i>Prerequisite: None.</i> <i>Advisory: Qualification for ENG-1A.</i> This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture. | 3 units |

POL-11 - Political Theory **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

PSYCHOLOGY**PSY-1 - General Psychology** **3 units**
UC, CSU*Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-2 - Physiological Psychology **3 units**
UC, CSU*Prerequisite: None.*

The scientific study of the physiological determinants of behavior. Issues addressed include: basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming and neurological and mental disorders. 54 hours lecture.

PSY-8 – Introduction to Social Psychology **3 units**
UC, CSU*Prerequisite: None.*

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

PSY-9 - Developmental Psychology **3 units**
UC, CSU*Prerequisite: None.*

Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. 54 hours lecture.

PSY-33 - Theories of Personality **3 units**
UC, CSU*Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist's biographical data to the development of the theory. 54 hours lecture.

PSY-35 - Abnormal Psychology **3 units**
UC, CSU*Prerequisite: None.*

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING**REA-2 - Rapid Reading** **2 units**
CSU*Prerequisite: None.*

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. May be taken a total of two times. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-3 - Reading for Academic Success **3 units**
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-4 - Critical Reading as Critical Thinking **3 units**
CSU*Prerequisite: None.*

This course is intended for students to fully understand the relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading. 54 hours lecture.

REA-81 - Reading, Level I **3.5 units***Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-82 - Reading, Level II**3.5 units***Prerequisite: REA-81 or qualifying placement level.*

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-83 - Reading, Level III**3 units***Prerequisite: REA-82 or ESL-73 or qualifying placement level.*

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-86 - Reading Strategies for Textbooks**1 unit***Prerequisite: None.*

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

REA-87 - Reading Clinic**.5 unit***Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

REA-95 - Special Topics in Reading**.5 unit***Prerequisite: None.*

Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. Subsequent enrollment in the course will provide the student with additional practice and further opportunities for skill and competency development within the subject matter. May be taken a total of four times. 9 hours lecture. (Non-degree credit course. Pass/No Pass only.)

REAL ESTATE**RLE-80 - Real Estate Principles****3 units****CSU***Prerequisite: None.*

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

RLE-81 - Real Estate Practices**3 units****CSU***Prerequisite: None.*

Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate**3 units****CSU***Prerequisite: None.*

California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance**3 units****CSU***Prerequisite: None.*

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal**3 units****CSU***Prerequisite: None.*

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics**3 units****CSU***Prerequisite: None.*

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I **3 units**

CSU

Prerequisite: None.

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience **1-2-3-4 units**

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

SOCIOLOGY
SOC-1 - Introduction to Sociology **3 units**

UC, CSU (C-ID SOCI 110)

Prerequisite: None.

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. 54 hours lecture.

SOC-2 - American Social Problems **3 units**

UC, CSU (C-ID SOCI 115)

Prerequisite: None.

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

SOC-10 - Race and Ethnic Relations **3 units**

UC, CSU

Prerequisite: None.

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethnics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-12 - Marriage and Family Relations **3 units**

UC, CSU (C-ID SOCI 130)

Prerequisite: None.

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-17 - Introduction to Public Mental Health **3 units**

(Same as HMS-17)

CSU

Prerequisite: None.

Introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

SOC-20 - Introduction to Criminology **3 units**

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-50 - Introduction to Social Research Methods **3 units**

UC, CSU

Prerequisite: None.

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

SPANISH
SPA-1 - Spanish 1 **5 units**

UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-1H - Honors Spanish I **5 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. This honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-2 - Spanish 2 **5 units**

UC*, CSU

Prerequisite: SPA-1, 1H or 1B.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-2H - Honors Spanish 2 **5 units**

UC, CSU

*Prerequisite: SPA-1, 1H or 1B.**Limitation on enrollment: Enrollment in the Honors program.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option)

SPA-3 - Spanish 3**5 units**

UC*, CSU

Prerequisite: SPA-2 or 2H.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-3N - Spanish for Spanish Speakers**5 units**

UC*, CSU

Prerequisite: None.

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-4 - Spanish 4**5 units**

UC, CSU

Prerequisite: SPA-3 or 3N.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-8 - Intermediate Conversation**3 units**

UC, CSU

Prerequisite: SPA-2 or 2H.

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. May be taken a total of four times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-11 - Spanish Culture and Civilization**3 units**

UC, CSU

Prerequisite: None.

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-12 - Latin American Culture and Civilization **3 units**
UC, CSU*Prerequisite: None.*

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-13 - Spanish for Health Care Professionals **5 units**
CSU*Prerequisite: None.*

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPEECH COMMUNICATION
SEE [COMMUNICATION STUDIES](#)

SPEECH LANGUAGE PATHOLOGY**SLP-1 - Foundations of Speech-Language** **4 units**
Pathology Assisting
CSU*Prerequisite: None.*

A study of the legal and ethical issues, academic content, and technical and interpersonal skills needed by students who are preparing to work as Speech-Language Pathology Assistants (SLPAs). Includes the role and responsibilities of SLPAs, an introduction to the knowledge and skills needed to assist Speech-Language Pathologists (SLPs) in various work settings, basic anatomy and physiology of the speech, language, and hearing mechanisms, and an overview of communication disorders. 72 hours lecture.

SLP-2 - Remediation: Hearing and Speech Disorders **4 units**
CSU*Prerequisite: None.*

The roles and responsibilities of speech-language pathology assistants when working with children and adults who have hearing and speech disorders. Course covers types and degrees of hearing loss, listening devices such as hearing aids, cochlear implants and FM systems, and introduction to screening and intervention approaches used with children and adults. Major emphasis on various remediation techniques used to address auditory and speech goals, design and development of materials and data collection techniques to monitor progress on goals. 72 hours lecture.

SLP-3 - Remediation: Language, Literacy **4 units**
and Communication
CSU*Prerequisite: None.*

The roles and responsibilities of speech-language pathology assistants (SLPAs) when working with children and adults who have language, cognitive, and/or communication disorders or who need support in order to succeed in the academic or work setting. Course covers adult language disorders related to head injury, dementia and stroke; language disorders of children; communication disorders of special populations; language goals related to academics for the school-age client; and screening and intervention procedures used with adults and children. 72 hours lecture.

SLP-4 - Field Work in Speech-Language **3 units**
Pathology Assisting
CSU*Prerequisite: SLP-1.**Limitation on Enrollment: Enrollment in the SLPA program.*

Supervised field work experience assisting with the clinical management of children and/or adults with communicative disorders in educational and/or medical settings. Opportunities to interact with clients/patients while implementing a prescribed remedial plan, assisting with screening or evaluation under the direction of a speech-language pathologist, record keeping and management of clinical data, development of materials, setting up clinical equipment and materials, and performing various clerical duties as needed. 162 hours laboratory.

SLP-5 - SLPA Workplace Issues **3 units**
CSU*Prerequisite: SLP-1.*

Class discussions and assignments in this course are designed to address a variety of issues related to the work setting. Challenging situations encountered in the students' field work experiences are presented in class with the purpose of discussing and identifying potential solutions which are to be implemented and evaluated. Students participate in an on-going self-evaluation to identify areas of strength demonstrated in the work setting and to measure progress on skills that need improvement. 54 hours lecture.

SUPERVISION
SEE [MANAGEMENT](#)

THEATER ARTS
THE-3 - Introduction to the Theater **3 units**
UC, CSU

Prerequisite: None.

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

THE-32 - Acting Fundamentals-Theater **3 units**
Games and Exercises
UC, CSU

Prerequisite: None.

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.

THE-200 - Theater Arts Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WORK EXPERIENCE
WKX-200 - Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

WKX-201 - General Work Experience **1-2-3 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

ZOOLOGY

See [BIOLOGY 2A, 2B](#)

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an “educational gateway” for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor’s Office.

ENGLISH

ENG-885 - Writing Clinic **0 units**

Prerequisite: None.

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students’ enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option)

ENGLISH AS A SECOND LANGUAGE

ESL-801 - ESL Support for Career and Technical Programs **0 units**

Prerequisite: None.

Advisory: Qualification for ESL 53.

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.) (TBA option)

GUIDANCE

GUI-801 - Testing for Success CAHSEE Preparation **0 units**

Prerequisite: None.

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (Materials fee: \$16.00)

INTERDISCIPLINARY STUDIES

ILA-800 - Supervised Tutoring **0 units**

Prerequisite: None.

Co-Requisite): Student must be enrolled in at least one other non-tutoring course.

Limitation on Enrollment: Student must be referred by an instructor or a counselor.

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (TBA option) (Non-degree, non-credit course.)

READING

REA-887 - Reading Clinic **0 units**

Prerequisite: None.

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

SENIOR CITIZEN EDUCATION

For information about Senior Citizen Education courses, contact the Young @Heart Program. The telephone number is (951) 328-3811.

SCE-804 - Senior Topics **0 units**

Prerequisite: None.

This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance.

SCE-809 - Computer Basics for Older Adults **0 units**

Prerequisite: None.

This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance.

SCE-810 - Photography as Therapy for Older Adults 0 units*Prerequisite: None.*

In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance.

SCE-811 - Drawing and Painting for Older Adults 0 units*Prerequisite: None.*

This course is designed for students 55 years and older, and will include a potpourri of drawing, illustration, painting, mixed media and basic design components. Individual classes will have one or more emphases and will focus on the development and/or enhancement of mental acuity, fine motor skills, creativity and art appreciation in a welcoming social environment. Classes may include creative interpretation of subjects from life, landscape and imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history and methods of conserving and displaying completed works. Socialization and interaction will be an important part of this class. Students will be taught in a progressive systematic manner. Students will provide their own materials and supplies. 24 hours laboratory; Positive Attendance.

SCE-813 – Healthy Aging for Older Adults 0 units*Prerequisite: None.*

Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and application of principles focusing on maintaining good health as they age. Course is designed to make the tasks of daily living positive. 13 hours lecture and 11 hours laboratory; Positive Attendance.

SCE-820 - Music for Active Seniors 0 units*Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults. Includes live instrumental and vocal presentations; instruction on composers, song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance.

SCE-821 - Music Therapy for Frail Seniors 0 units*Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments and vocal presentations and instruction on composers, song stories, backgrounds and musical styles from approximately 1900 forward. This course is designed for students 55 years and older who might live in assisted living environments. 30 hours laboratory; Positive Attendance.

SCE-830 - Mature Driver Improvement 0 units*Prerequisite: None.*

Advisory: Students must possess a valid California Driver's License and be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate.

This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. 8 hours lecture; Positive Attendance.

SCE-840 - Craft Design for Older Adults 0 units*Prerequisite: None.*

This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance.

SCE-842 - Needle Arts Therapy for Seniors 0 units*Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. The course will feature a wide variety of needle arts instruction to give students an opportunity to use their creative talents while retaining and continuing to develop fine motor skills memory improvement and will provide an opportunity to share backgrounds and family history through the various projects and offer in a socially interactive environment. Some of the various needle arts that might be included in various classes are: needlepoint, cross stitch, needle beading, embroidery, ribbon embroidery, Japanese bunka and other ethnic needle arts, fabric embellishment, appliqué, quilting, crochet and knitting. Students will provide their own needle art supplies. 24 hours laboratory; Positive Attendance.



Section VII
FACULTY



Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors that the faculty at RCCD can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 52nd Distinguished Faculty Lecturer is

JOSE DURAN
PROFESSOR

BUSINESS AND COMPUTER INFORMATION SYSTEMS

Born in Riverside and raised in Corona, Jose was educated locally, transferring from Chaffey College to California State University, San Bernardino (CSUSB), where he earned his bachelor's degree. Jose served in the United States Army for three years, and then returned to CSUSB to complete his MBA in 1978.

Jose's career includes 15 years in the grocery industry (Alpha Beta Markets) followed by sales and sales management capacities with Xerox and Control Data Corporation. He also served as an economic development representative in the Riverside County Business Labor Council marketing a state funded stimulus program, Employment Training Panel, and bringing industry and employment opportunities to the Inland Empire.

Jose began teaching at Riverside Community College in Moreno Valley as a part-time faculty member in 1983. In 1986, Jose began teaching full time at Riverside City College, and eventually moved to Moreno Valley College where he has been ever since.

Now after almost 26 years, Jose sees the sunset of his career on the horizon. As one of the first faculty to begin teaching at Moreno Valley College, being the District's 2012 Faculty Lecturer is an honor and privilege.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

MORENO VALLEY COLLEGE FACULTY

AMEZQUITA, ANNA MARIE Associate Professor,
English

B.A., St. Edward's University; M.A., New Mexico State University. At Riverside Community College District since 2000.

BACIUNA, NICOLAE Associate Professor,
Mathematics

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2008.

BALENT, AMY E. Associate Professor,
Art

BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College District since 2001.

BANKS, JAMES Associate Professor,
Human Services

B.S., University of Wisconsin, Whitewater; M.S.W., University of Wisconsin, Madison. At Riverside Community College District since 2002.

BARBOZA, MATTHEW M. Associate Professor,
Computer Information Systems

B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College District since 2001.

BHATTACHARYA, DEBADARSHI (Dipen) Associate Professor,
Physics

M.S., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College District since 2001.

BIANCARDI, FABIAN A. Professor,
Political Science

B.A., Richmond College, London; M.Sc., Ph.D., London School of Economics. At Riverside Community College District since 2001.

BRIGGS, CORDELLA. Dean,
Public Safety Education and Training
Associate Professor, English

B.A., Oakwood College; M.A., Andrews University; Ph.D., Howard University. At Riverside Community College District from 1988-1998, and since 2001.

BROYLES, LARISA Associate Professor,
Anthropology

B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

BYOUS, ROSSLYNN Assistant Professor,
Physician Assistant

B.A., University of California, Santa Barbara; M.S., D.P.A., University of La Verne; Physician Assistant certificate, Charles R. Drew University of Medicine. At Riverside Community College District since 2012.

CHI, WINSTON Assistant Professor,
Economics

B.S., Stanford University; M.A., University of California, Irvine. At Riverside Community College District since 2009.

CLARK, DANIEL H. Professor,
English

B.A., Colorado State University; M.A., Indiana University; Ph.D., University of California, Davis. At Riverside Community College District since 1999.

CONRAD, DIANE M. Associate Professor,
Communication Studies

A.A., Palomar College; B.A., Wheaton College; M.A., California State University, Long Beach. At Riverside Community College District since 1990.

CONYERS, LISA A. Vice President,
Academic Affairs
Associate Professor, Spanish

A.A., Mt. San Antonio College; B.A., University of California, Riverside; M.A., New York University; Ph.D., University of California, Riverside. At Riverside Community College District from 1992-1996 and since 1997.

DRAKE, SEAN D. Associate Professor,
Mathematics

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2000.

DUMER, OLGA Associate Professor,
English as a Second Language

B.A., M.A., Moscow State Pedagogical Institute; Ph.D., Institute of Linguistics of the USSR Academy of Sciences. At Riverside Community College District since 2000.

DURAN, JOSE Professor,
Business & Computer Information Systems

B.A., M.B.A., California State University, San Bernardino. At Riverside Community College District since 1986.

ELDER, GREGORY P. Professor,
History

A.B., Indiana University; Certificate in Theology, Oxford University, UK; Master of Divinity, Nashotah House Theological Seminary; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 1991.

ESTRADA, MICHAEL Associate Professor,
Physician Assistant

D.H.Sc., A.T. Still University. At Riverside Community College District since 2008.

FAST, MATTHEW Associate Professor,
Computer Information Systems

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.

FONTAINE, ROBERT Associate Professor,
Emergency Medical Services

B.A., University of La Verne; M.A., Chapman University. At Riverside Community College District since 2004.

FOSTER, DONALD T. Associate Professor,
Music

B.M., M.M., University of Southern California. At Riverside Community College District since 2005.

- GAGE, GEORGE** Associate Professor,
Community Interpretation in Spanish
B.A., University of Vermont; M.A., University of Texas at El Paso. At Riverside Community College District since 2000.
- GALICIA, FELIPE** Associate Professor,
Biology
B.S., M.S., California State University, San Bernardino. At Riverside Community College District since 2005.
- GIBBS, TRAVIS** Professor,
Psychology
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino; Ph.D., The Union Institute Graduate School. At Riverside Community College District since 1996.
- HANNUM, NATALIE** Assistant Professor,
Fire Technology
B.S., California State University, Chico; M.P.A., California State University, San Bernardino. At Riverside Community College District since 2009.
- HAUSLADEN, LISA** Associate Professor,
Medical Assisting
B.S., Southern Illinois University; M.B.A., University of Phoenix. At Riverside Community College District since 2005.
- HONORE, CHERYL** Professor,
Accounting
B.S., Loyola Marymount University, Los Angeles; M.B.A., California State Polytechnic University, Pomona. At Riverside Community College District since 1990.
- HOWARD, JEANNE** Associate Professor,
Counseling
B.S., M.S., University of La Verne. At Riverside Community College District since 2008.
- HULSHOF, LIDIA** Associate Professor,
Dental Assisting
B.S., Biola University; D.D.S., Loma Linda University. At Riverside Community College District since 2006.
- JOHNSON, FEN** Associate Professor,
Mathematics
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.
- KIM, JOYCE** Assistant Professor,
Speech Language Pathology
B.A., University of California, Los Angeles; M.S., Teachers College Columbia University. At Riverside Community College District since 2009.
- LESSER, DONNA** Associate Professor,
**Director, Dental Assistant and
Dental Hygiene Programs**
B.S., California State University, Northridge; M.A., Pepperdine University. At Riverside Community College District since 2002.
- LIPKIN, ELLEN** Associate Professor,
Microbiology
B.S., University of Arizona; M.S., University of California, San Francisco. At Riverside Community College District since 1999.
- LOOMIS, REBECCA** Associate Professor,
Anatomy and Physiology
B.S., University of Nebraska; M.S., Loma Linda University. At Riverside Community College District since 1996.
- MARSH, DIANE F.** Professor,
Chemistry
B.A., California State University, San Bernardino; M.S., Ph. D., University of California, Riverside. At Riverside Community College District since 1992.
- MARSHALL, SHARA** Associate Professor,
Biology & Health Sciences
B.A., M.S., California State University, San Bernardino. At Riverside Community College District since 2009.
- MAYO, SANDRA** President,
Moreno Valley College
B.A., University of California, Riverside; M.S., West Coast University; Ed.D., University of Southern California. At Riverside Community College District since 2012.
- McQUEAD, MICHAEL W.** Associate Professor,
Computer Information Systems
B.M., M.M., University of Southern California. At Riverside Community College District since 1999.
- MERCADO, ROSARIO** Associate Professor,
Spanish
B.A., California State University, San Bernardino; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1997.
- METCALFE, KIM** Associate Professor,
Early Childhood Education
B.A., M.A., California State University, San Bernardino, Ph.D., Capella University. At Riverside Community College District since 2002.
- MOORE, FRANKIE** Associate Professor,
Coordinator, Student Activities
B.A., M.A., California State University, Fresno. At Riverside Community College District since 2005.
- NAMEKATA, JAMES S.** Associate Professor,
Mathematics
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 1999.
- NOLLETTE, CHRISTOPHER** Assistant Professor,
Director, Emergency Medical Services
A.A., Oklahoma Community College; B.A., M.Ed., Ed.D., University of Houston. At Riverside Community College District since 2003.
- NYROP, SONYA** Associate Professor,
Reading
B.A., Columbia Union College; M.A., University of London; M.S., California State University, San Bernardino. At Riverside Community College District since 2006.
- PACHECO, MARIA DEL ROCIO** Associate Professor,
Counseling
A.A., Rio Hondo Community College; B.A., University of California, Irvine; M.S., California State University, Long Beach. At Riverside Community College District since 2001.

- PARKER, LATONYA** Associate Professor,
Counseling
B.A., M.S., California State University, Long Beach. At Riverside Community College District since 2007.
- PENA, LARRY A.** Associate Professor,
Counseling
B.A., University of California, Riverside; M.S., California State University, San Bernardino. At Riverside Community College District since 2000.
- PFEIFLE, ANN L.** Associate Professor,
History
B.A., University of Minnesota; B.S., Moorehead State University; M.A., University of California, Riverside. At Riverside Community College District since 2001.
- PISA, SHEILA** Professor,
Mathematics
A.A.S., SUNY Agricultural and Technical College, Morrisville, New York; B.S., M.S., California Polytechnic, San Luis Obispo. At Riverside Community College District since 1991.
- QUIN, CAROLYN L.** Associate Professor,
Music
B.A., Millsaps College; M.M., University of Arkansas; Ph.D., University of Kentucky. At Riverside Community College District since 1996.
- QUINTO-MacCALLUM, BONAVIDA** Associate Professor,
Spanish
B.A., M.A., University of New Mexico; Ph.D., New Mexico State University. At Riverside Community College District since 2005.
- RENFROW, DEBBI** Assistant Professor,
Library Science
B.A., University of California, Riverside; M.A., California State University, Dominguez Hills; M.L.I.S., San Jose State University. At Riverside Community College District since 2009.
- RHYNE, JEFFREY** Associate Professor,
English
B.A., Pomona College; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2006.
- RICHARDS-DINGER, KARI** Assistant Professor,
Mathematics
B.S., University of California, Santa Barbara; M.S., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College District since 2009.
- ROCCO, CHRISTOPHER** Associate Professor,
Humanities
B.A., University of Hawaii; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2001.
- SANDOVAL, GREGORIO** Vice President,
Student Services
M.Ed., Azusa Pacific University; Ed.D., San Diego State University. At Riverside Community College District since 2010.
- SAXON, KATHLEEN L.** Associate Professor,
Mathematics
A.S., Mt. San Jacinto College; B.S., University of California, Riverside; M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1998.
- SCHWARTZ, MICHAEL** Assistant Professor,
English
B.A., M.A., California State University, Dominguez Hills. At Riverside Community College District since 2011.
- SINIGAGLIA, NICHOLAS** Associate Professor,
Philosophy
B.A., University of California, Berkeley; M.A., University of California, Irvine. At Riverside Community College District since 2007.
- SNITKER, NICOLE** Assistant Professor of Career
and Technical Education,
Dental Hygiene
B.A., Northern Arizona University. At Riverside Community College District since 2008.
- SOTO, SALVADOR** Associate Professor,
Counseling
A.A., Riverside Community College District; B.A., University of California, Santa Barbara; M.S., P.P.S., University of La Verne. At Riverside Community College District since 2005.
- STAFFORD, PAULA** Assistant Professor of Career
and Technical Education,
Physician Assistant
A.A., West Los Angeles College; B.S., California State University, San Bernardino. At Riverside Community College District since 2002.
- TARCON, SUSAN** Director,
Health Services
B.S.N., University of Wisconsin; M.S.N., University of Phoenix. At Riverside Community College District since 2010.
- TENPAS, CYNTHIA** Dean,
Technology and Instructional Support Services
B.A., University of California, Riverside; M.L.S., California State University, San Jose. At Riverside Community College District since 1995 to 2004 and since 2006.
- THOMPSON, ERIC** Associate Professor,
Sociology
B.A., California State University, Chico; M.A., California State University, Sacramento. At Riverside Community College District since 2005.
- TOLUNAY, ADVIYE** Associate Professor,
Psychology
B.A., M.A., Bogazici University (Turkey); Ph.D., University of Rhode Island. At Riverside Community College District since 2006.
- TOVARES, CHARLES** Associate Professor,
Geography
B.A., University of Florida; M.A., Ph.D., University of Washington, Seattle. At Riverside Community College District since 2005.
- VINCENT, EUGENIA E.** Dean,
Student Services
B.S., Clark-Atlanta University; M.A., University of Southern California. At Riverside Community College District since 1988.
- WAGNER, STEPHEN D.** Associate Professor, Biology
B.S., M.S., California State University, San Bernardino. At Riverside Community College District since 2005.

WERNER-FRACZEK, JOANNA Associate Professor,
Biology
B.S., M.S., University of Gdansk; M.S., Ph.D., University of Wisconsin,
Madison. At Riverside Community College District since 2006.

WICKEN, INGRID P. Associate Professor,
Kinesiology
A.A., Riverside Community College; B.S., M.S., California State
Polytechnic University, Pomona. At Riverside Community College District
since 1989.

WILLIAMS, EDWARD ALLAN Associate Professor,
English
A.A., San Diego City College; M.A., M.F.A., San Diego State University;
B.B.A., National University, San Diego. At Riverside Community College
District since 1997.

YAO, CHUI ZHI Associate Professor,
Mathematics
B.A., M.A., M.A., California State University, Sacramento; Ph.D.,
University of California, Riverside. At Riverside Community College
District since 2008.

YGLORIA, ALEXANDER Assistant Professor,
DSPS Counselor/LD Specialist
B.S., University of California, Riverside; M.A., California State University,
San Bernardino. At Riverside Community College District since 2009.

YOSHINAGA, ANN Director,
Public Safety Education and Training
A.S., Crafton Hills; B.S., California State University Long Beach; M.A.,
California State University San Bernardino. At Riverside Community
College District since 2010.

ZAPATA, VALARIE Associate Professor,
English
B.A., M.A., Ph.D., University of California, Riverside. At Riverside
Community College District since 2005.





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 | Counseling | 571-6104 | Instructional Media Center | 571-6201 |
| Academic Departments: | | Dean of Health Sciences | 571-6292 | Job Placement | 571-6414 |
| Business, and Information Technology | | Dean of Instruction | 571-6165 | KRCC TV, Channel 17 | 571-6100 x 4317 |
| Systems | 571-6125 | Dean of Public Safety Education | | Law Enforcement Programs | 571-6316 |
| Communications | 571-6325 | and Training | 571-6320 | Library | 571-6111 |
| Health, Human, and | | Dean of Student Services | 571-6137 | Mailroom | 571-6145 |
| Public Services | 571-6251 | Dental Hygiene/Assisting Program | 571-6433 | Math Lab | 571-6232 |
| Humanities and | | Dental Tech Program | 571-6440 | Matriculation | 571-6131 |
| Social Sciences | 571-6134 | Disabled Student Program | | Middle College High School | 571-6463 |
| Mathematics, Sciences and | | and Services | 571-6138 | Outreach | 571-6236 |
| Physical Education | 571-6125 | Extended Opportunity | | Physician Assistant Program | 571-6166 |
| Public Safety Education and | | Programs and Services | 571-6253 | Police Dispatch | 222-8171 |
| Training | 571-6317 | Early Childhood Education | | President's Office | 571-6161 |
| Admissions | 571-6101 | Center | 571-6214 | Puente Program | 571-6240 |
| ASRCC Student Government | 571-6105 | Emergency Medical Services | 571-6395 | Title V Office | 571-6260 |
| Assessment and Placement Testing | 571-6492 | Facilities Office | 571-6113 | Tutorial Services | 571-6167 |
| Bookstore | 571-6107 | Financial Services | 571-6139 | Web Development | 571-6380 |
| Business Services | 571-6342 | Fire Technology | 571-6197 | Workforce Preparation | 571-6154 |
| Career and Transfer Center | 571-6205 | Health Services | 571-6103 | Writing and Reading Center | 571-6128 |
| College Police | 571-6190 | Information Services | 571-6116 | | |
| Computer Lab | 571-6127 | Institutional Research and Assessment | 571-6388 | | |

Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcollege.edu

| | | | | | |
|---|----------|--------------------------------------|----------|--|-----------------|
| Academic Departments | | College Police | 372-7088 | Student Activities | 372-7007 |
| Art, Humanities and World Languages | | 24 Hour Dispatch Center | 222-8171 | Student Employment | 372-7190 |
| | 372-7076 | College Receptionist | 372-7044 | Student Financial Services | 372-7009 |
| Business, Engineering and Information | | Counseling | 372-7101 | The Talented Tenth Program (T3p) | 372-7148 |
| Technologies | 372-7079 | Dean of Instruction | 372-7018 | Title V, Hispanic Serving | |
| Communications | 372-7067 | Dean of Student Services | 372-7081 | Institution | 739-7800 |
| Mathematics and Sciences | 372-7079 | Disability Resource Center | 372-7070 | TRiO Programs | |
| Social and Behavioral Sciences | 372-7076 | Early Childhood Education | 739-7872 | Student Support Services | 372-7149 |
| Admissions and Records | 372-7003 | Extended Opportunity | | Upward Bound | 372-7149 |
| Assessment Center | 372-7156 | Programs and Services | 372-7128 | Tutorial | 372-7143 |
| Bookstore | 372-7085 | Health Services | 372-7046 | Writing and Reading Center | 372-7000 x 4545 |
| CalWORKs | 372-7052 | Library/Learning Resources | 372-7019 | | |
| Career and Job Placement Center | 372-7147 | Outreach | 739-7856 | | |

Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

| | | | | | |
|---------------------------------------|-------------|---|-----------------|--|--------------------|
| Admissions and Records | 222-8600 | Disabled -Student Services | 222-8060 | Career and Technical Education | 222-8131 |
| Applied Technology | 222-8491 | Diversity and Equity Compliance | 222-8435 | Open Campus | www.opencampus.com |
| Art | 222-8395 | Early Childhood Education | 222-8068 | Outreach | 222-8574 |
| Art Gallery | 222-8358 | Extended Opportunity | | Performance Riverside | 222-8100 |
| Athletics | 222-8892 | Programs and Services | 222-8045 | Senior Citizen Education | 222-8090 |
| Bookstore | 222-8140 | Health Services | 222-8151 | Student Activities | 222-8570 |
| Business Administration | 222-8550 | Human Resources | 222-8588 | Student Financial Services | 222-8710 |
| College Police | 222-8520 | Information Systems and | | Transcript Office | 222-8603 |
| 24 Hour Dispatch Center | 222-8171 | Technology | 222-8556 | Transfer Center | 222-8446 |
| Parking Control (Citations) | 222-8520/21 | International Student Center | 222-8160 | Tutorial | 222-8168 |
| Community Education | 222-8090 | Library/Learning Resources | 222-8560 | Veterans Office | 222-8602 |
| Cosmetology | 222-8181 | Math Learning Center | 222-8000 x 4100 | Writing and Reading Center | 222-8632 |
| Counseling | 222-8440 | Nursing, School of | 222-8405 | Workforce Preparation | 222-8648 |

RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

Dr. Gregory Gray
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

Mr. Orin Williams
Associate Vice Chancellor, Facilities Planning and Development



Dr. Gregory Gray

OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori
Provost/Vice Chancellor, Educational Services

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj
Dean, Institution Reporting and Academic Services

Dr. John Tillquist
Dean, Economic Development

Mr. David Torres
Dean, Intuitional Research

OFFICE OF THE VICE CHANCELLOR, ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration and Finance

Mr. Aaron Brown
Associate Vice Chancellor, Finance

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
Committee Member
Riverside Curriculum Committee Chair

Mr. Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Mr. Greg Burchett
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Ms. Natalie Hannum
District Curriculum Chair
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

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

RCCD GOALS — 2005-2015

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the district support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-college District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

OUR RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION

The Riverside Community College District is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

Recognition for Our Heritage of Excellence: We embrace the District's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

Passion for Learning: We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

Respect for Collegiality: We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

Appreciation of Diversity: We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

Dedication to Integrity: We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

Commitment to Community Building: We believe the District is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

Commitment to Accountability: We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

RCCD FUNCTIONS

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending the colleges of Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The colleges provide courses which parallel those of the lower division of the California State University system, the University of California, and of private universities so that qualified students may transfer to four-year public or private institutions.

CAREER AND TECHNICAL EDUCATION

Goal: Occupational programs, through an advisory process, respond to the changing needs of our communities' labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At the colleges, occupational skills training provides specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students' skills demand that the colleges provide students with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The colleges provide courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The colleges provide for preassessment, advisement, and specialized programs.

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Community Education is a self-supporting entity of the college not funded by tax payer dollars. Classes and programs are not-for-credit.

Objective: Community Education offers professional and personal development classes, and recreational classes for district residents of all ages.

CUSTOMIZED TRAINING

Goal: Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

Objective: The district offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES

Goal: Recognizing the need for a comprehensive learning experience for students, the colleges provide a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The colleges provide a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which is consistent with the college's overall mission.

In addition, the colleges have developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, and similar special education services and programs, which along with a comprehensive program of student activities, athletics, fine arts, and student government, enhance the student's overall learning experience at the colleges.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco Campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American

Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce

STRATEGIC COMMUNICATIONS AND RELATIONS

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications and Relations office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched **Invest in Excellence, 100 @100**, a comprehensive effort to reach the \$100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at www.rccd.edu/foundation.



RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

OPEN CAMPUS

The Open Campus office is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial

year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 571-6138.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Moreno Valley College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. MVC, based on FERPA regulations, designates as directory information the following: student's name, address, telephone listing, e-mail, major field of study, dates of

attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at MVC may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to 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.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.mvc.edu.

REPEAT POLICY

Course Repetition in a Non-Repeatable Course

Title 5 Sections 55040-55046, 55253 and 56029

Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
 - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW", or "NP" has been recorded.
 - b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.
 - c. A "Request for Course Repetition"* is required for any exceptions to "b" above.
2. The student's previous grade is, at least in part, the result of extenuating circumstances.
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *

3. There has been a lapse of time (at least 5 years) since the student previously took the course. (See Significant Lapse of Time section)
4. The course outline of record has been officially changed and demonstrates significant curricular changes.*
5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

B. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
3. Students may repeat any course, which was taken at an accredited college or university and for which substandard academic performance was recorded.
4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office at any college. Requests are approved or denied by the Dean of Instruction, or designee.

Significant Lapse of Time

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of five (5) or more years since the grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District will disregard the previous grade and credit when computing a student's grade point average.

Course Repetition in a Repeatable Course

Students may repeat courses in which a "C" or better grade was earned.

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four (4) times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Examples of activity courses include physical education, music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three times.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

After a student has attempted a course four (4) times and in instances where a student is permitted to repeat a course any number of times, the student will be required to register for the course, in person, at the Admissions and Records office of any campus.

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or [www.rccd.edu/administration/human resources](http://www.rccd.edu/administration/human%20resources), or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: discapacidad, sexo/género, nacionalidad, raza, origen étnico, edad (40+), religión, orientación sexual, estado civil, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o una característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o real discapacidad, sexo/género, nacionalidad, raza, origen étnico, religión, orientación sexual, edad, o alguna característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process

de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.

is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

or with the:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative

- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita..
- En situaciones en que la queja confirme discriminación en el empleo, la queja deberá ser presentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días..
- Usted puede presentar una queja con el:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

ALL APPEALS MUST BE IN WRITING

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una

apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Director
 Diversity, Equity and Compliance
 Riverside Community College District
 450 E. Alessandro Blvd.
 Riverside, CA 92508-2449
 (951) 222-8039
 www.rccd.edu

U.S. Department of Education Office for Civil Rights (OCR)
 50 Beale Street, Suite 7200
 San Francisco, CA 94105
 (415) 486-5555
 TDD (877) 521-2172
 www.ed.gov

Department of Fair Employment and Housing (DFEH)
 Los Angeles District Office
 1055 West 7th Street
 Suite 1400
 Los Angeles, CA 90017
 (800) 884-1684
 TTY (800) 700-2320
 www.dfeh.ca.gov

State Chancellor's Office
 California Community Colleges (CCCO)
 1102 Q Street
 Sacramento, CA 95811-6549
 (916) 445-4826
 www.cccco.edu

Equal Employment Opportunity Commission (EEOC)
 Los Angeles District Office
 Roybal Federal Building
 255 East Temple Street, 4th Floor
 Los Angeles, CA 90012
 (800) 669-4000
 TTY (800) 669-6820
 www.eeoc.gov



DISTRICT ACADEMIC ADMINISTRATION**BAJAJ, PANKAJ****Dean,****Institutional Reporting and Academic Services**

B.E., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BRADY, GLEN**Director, Distance Education**

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

BUYSSE, JAMES**Vice Chancellor,****Administration and Finance**

BA., M.A.S., Ph.D., University of Illinois. At Riverside Community College District since 1992.

GRAY, GREGORY W.**Chancellor**

B.S., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh; Ed.D., Pennsylvania State University. At Riverside Community College District since 2009.

KANE, MELISSA**Vice Chancellor,****Diversity and Human Resources**

B.A., University of Missouri; M.A.A., University of Memphis. At Riverside Community College District since 2005.

KEELER, RICHARD**Director,****Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

MAGHROORI, RAY**Vice Chancellor/Provost,****Educational Services**

B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

THOMAS, SYLVIA A.**Associate Vice Chancellor,****Educational Services****Associate Professor, Reading**

B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College District since 1988.

TILLQUIST, JOHN**Dean,****Economic Development**

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

TORRES, DAVID**Dean,****Institutional Research**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.



FACULTY EMERITI

Michael Amrich, Professor Emeritus, Chemistry
 Lorraine Anderson, Dean Emerita
 Sally Armstrong, Professor Emerita, Art
 Hilda Attride, Professor Emerita, English
 Jo Ann Bailey, Professor Emerita, Library Services
 Theodore Banks, Professor Emeritus, Physical Education
 James Baylor, Professor Emeritus, Business Administration
 Doug Beckstrom, Professor Emeritus, Dental Technology
 Henry Z. Benedict, Professor Emeritus, Counseling
 Joe Bennett, Professor Emeritus, Automotive Technology
 Richard Bevan, Professor Emeritus, Dental Technology
 John S. Biehl, Professor Emeritus, Biology and Health Services
 Elizabeth Bigbee, Dean Emerita, Learning Resources
 Janis Binam, Professor Emerita, Anthropology
 Donald Birren, Professor Emeritus, Physical Education
 Douglas Bond, Professor Emeritus, Chemistry
 Friedrich Brose, Professor Emeritus, Library Services
 C. Kenneth Brown, Professor Emeritus, Instructional Media
 William Brown, Professor Emeritus, Physical Education
 and Counseling
 Vern Browne, Professor Emeritus, Computer Information Systems
 Patricia Bufalino, Dean Emerita
 Daria Burnett, Dean Emerita
 Ronald Burton, Professor Emeritus, English
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Section IX
INDEX

INDEX

| | |
|--|--------------------|
| A | |
| Academic Appeals by Students | 10 |
| Academic Calendar | vi |
| Academic Freedom | 2 |
| Academic Honesty | 10 |
| Academic Renewal | 10 |
| Accounting | |
| Courses | 81 |
| Curricular Pattern | 63 |
| Accreditation | 3 |
| Add Procedures | 4 |
| Additional Degree Requirements | 34 |
| Administration of Justice | |
| Courses | 82 |
| Curricular Pattern | 62 |
| Administration | v, 179 |
| Administration and Information Systems Degree | 29 |
| Admission and Registration of Students | 3 |
| Advanced Placement | 36 |
| Advisory | 4, 81 |
| Alumni House | 182 |
| American Sign Language | 91 |
| American Studies | 29 |
| Anatomy and Physiology | 92 |
| Anthropology | |
| Courses | 92 |
| Appeals, Academic | 10 |
| Application for Admission | 3 |
| Areas of Emphasis | 29 |
| Art | |
| Courses | 92 |
| Arts, The | |
| Art, Dance, Film, Music, Theater | 10 |
| Assessment | 5 |
| Associate Degree in Arts | 29 |
| Associate Degree in Arts for Transfer | 46 |
| Associate Degree in Science | 32, 56 |
| Associate Degree in Science for Transfer | 47 |
| Associate Degree, Graduation Requirements | 28 |
| Associate Degree, Philosophy for | 28 |
| Astronomy | |
| Courses | 95 |
| Athletics | 11 |
| Attend, Who May | 3 |
| Attendance | 4 |
| Auditing Classes | 35 |
| B | |
| Basic Peace Officer Training Academy | 83 |
| Basic Skills Competency Requirement | 33 |
| Biology | |
| Courses | 95 |
| Biotechnology | |
| Courses | 96 |
| Board of Trustees | inside front cover |
| Books, Equipment and Supplies | 7 |
| Bookstore | 11 |
| Business Administration | |
| Courses | 97 |
| Curricular Pattern | 63 |
| C | |
| Calendars | vi |
| California State University (CSU) Admission Requirements | 45 |
| CalWORKs Program | 25 |
| Career and Technical Education Programs | 32, 56 |
| Career Center | 11 |
| Catalog Rights | 35 |
| Certificate Programs | 34, 56, 58 |
| Change of Address | 183 |
| Chemistry | |
| Courses | 98 |
| Chicano Studies | 99 |
| Clubs and Organizations | 18 |
| College Hour | 18 |
| College Level Examination Program (CLEP) | 39 |
| College Transfer Requirements | 45 |
| Communication, Media and Languages Degree | 30 |
| Communications Studies | |
| Associate in Arts for Transfer | 46 |
| Courses | 99 |
| Community Education/Senior Citizen | 169 |
| Community Interpretation | |
| Courses | 101 |
| Curricular Pattern | 65 |
| Computer Applications and Office Technology | |
| Courses | 102 |
| Computer Information Systems | |
| Courses | 104 |
| Curricular Patterns | 65 |
| Concurrent Enrollment | 3 |
| Conduct, Standards | 19 |
| Cooperative Agencies Resources for Education (CARE) | 13 |
| Corequisites | 4, 6, 10, 81 |
| Counseling Center | 5, 11 |
| Course Descriptions | 79 |
| Course Identification Numbering System (C-ID) | 46, 80 |
| Course Repetition | 183 |
| Credit by Examination | 39 |
| Curricular Patterns | 53 |
| D | |
| Dance (academic) | 109 |
| Dance (The Arts) | 10 |
| Dean's List | 35 |
| Dental Assistant | |
| Courses | 110 |
| Curricular Pattern | 68 |
| Dental Hygiene | |
| Courses | 112 |
| Curricular Pattern | 69 |
| Dental Technology | |
| Courses | 116 |
| Dental Laboratory Technology | |
| Curricular Pattern | 69 |
| Disabled Student Services | 11, 182 |
| Discipline | 12 |
| Discrimination Policy | 185 |
| Dismissal | 18 |
| Drop Procedures | 4 |
| E | |
| Early and Middle College Programs | 12 |
| Early Childhood Education | |
| Courses | 118 |
| Curricular Pattern | 70 |
| Transfer degree | 47 |
| Economics | |
| Courses | 121 |
| Education | |
| Courses | 122 |
| Education Paraprofessional | |
| Curricular Pattern | 72 |
| Educational Plan, Student | 6 |
| Emergency Medical Services | |
| Courses | 123 |
| Curricular Pattern | 72 |
| Emergency Medical Technician (EMT) | 73 |

| | | | |
|---|----------|--|----------|
| Employment Placement | 12 | Honors Program | 17 |
| English | | Human Services | |
| Courses | 125, 169 | Courses | 142 |
| English as a Second Language | | Curricular Pattern | 74 |
| Courses | 128, 169 | Humanities | 143 |
| Enrollment, Limitations on | 4, 80 | Humanities, Philosophy, and Arts Degree | 31 |
| Enrollment, Open | 3 | | |
| Evaluation of Credit | 5 | I | |
| Expenses (see Fees) | | Independent Living Program | 26 |
| Extended Opportunity Program and Services (EOPS) | 12 | Information Center | 17 |
| Extenuating Circumstances Petition | 35 | Interdisciplinary Studies | |
| | | Courses | 145, 169 |
| F | | International Baccalaureate | 36 |
| Faculty | 171 | International Education (Study Abroad Program) | 17 |
| Moreno Valley College | 173 | International Students | 8, 17 |
| Faculty, Emeriti | 191 | Intersegmental General Education Transfer Curriculum (IGETC) | 45, 51 |
| Family Educational Rights and Privacy Act (FERPA) | 182 | | |
| Fees | 7 | J | |
| Film Studies | 130 | Job Placement Services | 12 |
| Final Examinations, Final Grades | 36 | Journalism | |
| Financial Services, Student | 13 | Courses | 145 |
| Federal Aid (FAFSA) | 13 | | |
| Student Employment | 24 | K | |
| State Aid | 13 | Kinesiology | |
| Student Loans | 15 | Courses | 146 |
| Scholarships | 15 | Kinesiology, Health and Wellness Degree | 31 |
| Fine and Applied Arts Degree | 30 | | |
| Fire Technology | | L | |
| Courses | 130 | Learning Skills Courses (see Reading) | |
| Curricular Pattern | 73 | Library (academic courses) | 149 |
| Food Services | 16 | Library/Learning Resource Center | 7, 17 |
| Foreign Students (see International Student Center) | | | |
| Foundation | 181 | M | |
| Full-time Status | 4 | Management (also see Business Administration) | 149 |
| Functions | 180 | Manual Communications (see American Sign Language) | |
| | | Map of Campus | iv |
| G | | Marketing (also see Business Administration) | 150 |
| General Business (see Business Administration) | | Math and Science Degree | 33 |
| General Education Requirements for Transfer | 45 | Mathematics | |
| General Education Requirements | 33 | Courses | 150 |
| General Education Student Learning Outcomes | 28 | Matriculation | 5 |
| Geography | | Medical Assisting | |
| Courses | 137 | Courses | 152 |
| Goals, Institutional | 2, 180 | Curricular Pattern | 75 |
| Government, Student | 23 | Medical Transcription, Curricular Pattern | 76 |
| Grade Point Average Requirement | 29 | Memberships, District | 182 |
| Grading System | 35 | Microbiology | |
| Graduation, Petition for | 34 | Courses | 153 |
| Grievance Procedure | 21 | Military Credit | 41 |
| Guidance | | Military Personnel/Family Members | 8 |
| Courses | 138, 169 | Military Science | 154 |
| | | Mission Statement | |
| H | | College | 2 |
| Harassment and Retaliation Policy | 185 | District | 180 |
| Health Fee | 7 | Music (The Arts) | 11 |
| Health Requirements | 5 | Music | |
| Health Science | | Courses | 154 |
| Courses | 138 | Curricular Pattern | 76 |
| Health Services | 16 | Musical Performance | 155 |
| Healthcare Technician | | | |
| Courses | 139 | N | |
| High School Articulated Courses | 54 | Non-Credit Courses | 169 |
| High School Students | 3 | Non-Degree Credit | 80 |
| History | | Non-Discrimination and Prohibition of Harassment and Retaliation | 185 |
| Courses | 139 | Non-Resident Tuition and Fees | 7 |
| History and Development of the District | 181 | | |
| Holds | 8 | O | |
| Homeland Security | | Occupational Programs (see Career and Technical Education) | |
| Courses | 141 | | |
| Honors at Graduation, Scholastic | 35 | | |

Office Administration (see Computer Applications and Office Technology)

Open Campus182

Organizations and Clubs18

Orientation5

P

Parking7

Pass/No Pass36

Petition for Graduation34

Philosophy

 Courses156

Phone Listing178

Photography

 Courses157

Physical Education (see Kinesiology)

Physical Science158

Physician Assistant

 Courses158

 Curricular Pattern76

Physics

 Courses161

Physiology and Anatomy (see Anatomy and Physiology)

Police Science (see Administration of Justice)

Political Science

 Courses162

Prerequisites4, 6, 10, 80

Privacy Act182

Private and Out of State Colleges and Universities

 Admission Requirements46

 Probation and Dismissal18

 Program Length3

Psychology

 Courses163

Public Affairs (see Strategic Communications and Relations)

Publications, Collegeinside back cover

R

Reading163, 169

Real Estate (also see Business Administration)65

Refunds7, 8

Registration3

Remedial Limitations4

Repeat Policy183

Repetition, Course183

Requirements for College Transfer43

Residence Requirement for Degree28

Residency Requirements7

Rights and Responsibilities, Student6

S

Scholarship, Standards of18

Scholarships, Student15

Senior Citizen Education169

Sign Language91

Skills Classes26

Smoking Policy18

Social and Behavioral Studies Degree32

Social Events18

Sociology

 Associate in Arts for Transfer47

 Courses165

Spanish165

Special Supportive Services182

Specialized Training56

Speech Communication (see Communications Studies)

Speech Language Pathology

 Courses167

 Curricular Pattern78

Standards of Conduct19, 35

Stenographer Courses

(see Computer Applications and Office Technology)

Strategic Communications and Relations181

Student Educational Plan6

Student Employment Services24

Student Financial Services13

Student Government23

Student Activities Office18

Study Abroad Program (see International Education)17

Subject Examinations39

Supervision (see Management)

T

Table of Contentsi

Teacher Preparation and Education Programs24

Theater Arts

 Courses168

Transcripts8

Transfer Programs46

Transfer Requirements43

Tutorial Services24

U

University of California (UC) Admission Requirements45

V

Veterans Assistance25

Veterans Fees – Personnel/Family8

Veterans Military Credit41

Vision and Values

 College2

 District180

W

Withdraw Procedures4

Work Experience54, 168

Workforce Preparation Department25

Workshop Courses54

Z

Zoology (see Biology)



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**MORENO
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The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

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Name of School

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Address

June 2012
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Ray Maghroori

.....
Vice Chancellor of Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

| | |
|--|--------------------|
| College Catalog | June |
| Fall Semester Schedule | July |
| Winter Intersession Schedule | November |
| Spring Semester Schedule | December |
| Summer Semester Schedule | April |
| Faculty Survival Guide | Published annually |
| Student Handbook | Published annually |

For information about college publications, please contact:

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Riverside Community College District
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Catalog, 2012-2013



Moreno Valley College

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Agenda Item (IX-B-3)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Administrative Reports (IX-B-3) |
| Subject | 2012-2013 Riverside City College Catalog |
| College/District | Riverside |
| Funding | N/A |
| Recommended Action | It is recommended that the Board of Trustees approve the 2012-2013 Riverside City College catalog as submitted. |

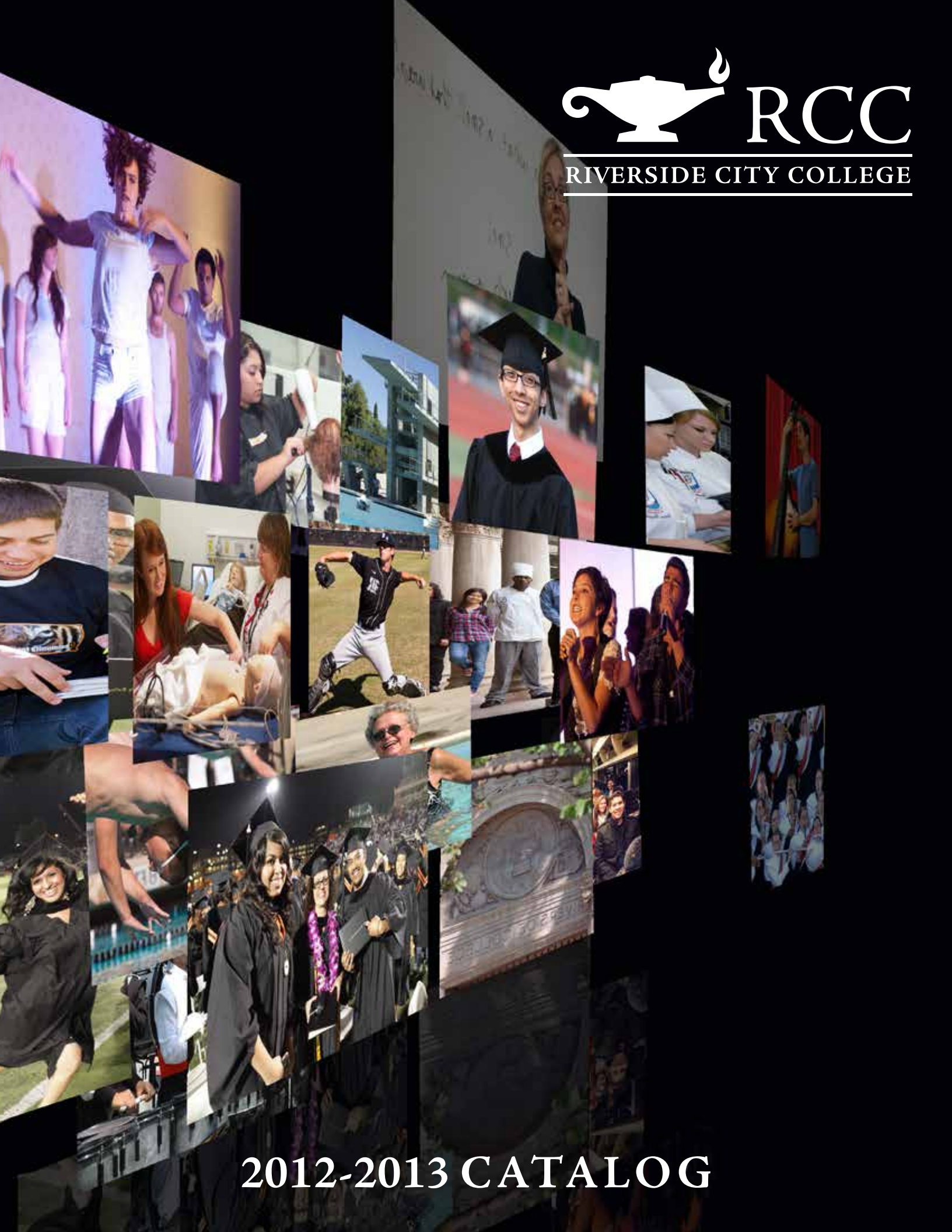
Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2011-12 academic year.

Prepared By: Cynthia Azari, President, Riverside City College
Ray Maghroori, Provost/Vice Chancellor, Educational Services

Attachments:

[Riverside City College Catalog 2012-2013](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT RIVERSIDE CITY COLLEGE

**Dr. Gregory W. Gray, Chancellor
Riverside Community College District**



**Dr. Cynthia Azari, President,
Riverside City College**

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All information contained in the 2012-13 Catalog is current as of February 2012. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate or allow harassment of any student or employee on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA coordinator, who is Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. Telephone number: (951) 222-8039. Available in alternative formats.

TABLE OF CONTENTS

| | |
|---|--|
| <p>BOARD OF TRUSTEES Inside Front Cover</p> <p>COLLEGE ADMINISTRATION v</p> <p>ACADEMIC CALENDAR vi</p> <p>GENERAL INFORMATION 1</p> <p>Mission Statement 2</p> <p>Vision, Values and Goals 2</p> <p>Academic Freedom 2</p> <p>Accreditation 3</p> <p>Academic Year 3</p> <p>Who May Attend 3</p> <p>Admission and Registration of Students 3</p> <p>Limitations on Enrollment 4</p> <p>Matriculation 5</p> <p>Fees/Residency Requirements 7</p> <p>Transcripts 8</p> <p>Refunds 8</p> <p>STUDENT INFORMATION 11</p> <p>Academic Appeals by Students 12</p> <p>Academic Honesty 12</p> <p>Academic Renewal 12</p> <p>The Arts 12</p> <p>Athletics 13</p> <p>Career Center 13</p> <p>Community for Academic Progress (CAP) 14</p> <p>Counseling Center 14</p> <p>Disabled Student Services 14</p> <p>Discipline 15</p> <p>Extended Opportunity Program and Services 15</p> <p>Student Financial Services 15</p> <p>Food Services 19</p> <p>Health and Psychological Services 19</p> <p>Honors Program 19</p> <p>International Education/Study Abroad 20</p> <p>International Student Center 20</p> <p>Job Placement Services 20</p> <p>Library/Learning Resources 20</p> <p>Publications 20</p> <p>Student Services/Clubs and Organizations 20</p> <p>Student Employment Services 22</p> <p>Standards of Scholarship: Probation and Dismissal 22</p> <p>Standards of Student Conduct 23</p> <p>Teacher Preparation and Education Programs 27</p> <p>Transfer Center 28</p> <p>Tutorial Services 28</p> <p>Veterans Assistance 29</p> <p>Workforce Preparation 29</p> <p>Academic Success Guide 31</p> | <p>GRADUATION REQUIREMENTS 33</p> <p>Associate Degree 34</p> <p>General Education Student Learning Outcomes 34</p> <p>Graduation Requirements for the Associate Degree 34</p> <p>Scholastic Honors at Commencement 41</p> <p>Dean’s List 41</p> <p>Grading System 39</p> <p>Credit by Examination 44</p> <p>REQUIREMENTS FOR COLLEGE TRANSFER 47</p> <p>Requirements for Transfer 49</p> <p>California State University 49</p> <p>University of California 49</p> <p>Associate in Arts for Transfer Degrees 50</p> <p>California State University General Education (CSUGE) 53</p> <p>Intersegmental General Education Transfer Curriculum (IGETC) 54</p> <p>CURRICULAR PATTERNS 57</p> <p>Workshop Courses 58</p> <p>Work Experience Education 59</p> <p>High School Articulated Courses 59</p> <p>Associate of Science Degrees/College Certificates 61</p> <p>Associate Degree and Certificate Patterns 66</p> <p>COURSE DESCRIPTIONS 101</p> <p>Credit Courses 103</p> <p>Non-Credit Courses 242</p> <p>FACULTY 247</p> <p>Riverside City College 249</p> <p>DISTRICT 259</p> <p>Phone Listing 260</p> <p>Administration 261</p> <p>Mission Statement 262</p> <p>Goals, Vision and Values 262</p> <p>Functions 262</p> <p>History and Development 263</p> <p>District Memberships 263</p> <p>Strategic Communications and Relations 263</p> <p>RCCD Foundation 263</p> <p>Open Campus 264</p> <p>Reserve Officer Training Corps 264</p> <p>Family Educational Rights and Privacy Act 265</p> <p>Repeat Policy 265</p> <p>Commitment to Diversity, Non-Discrimination and Prohibition of Harassment and Retaliation Policies 267</p> <p>Academic Administration 272</p> <p>Faculty Emeriti 273</p> <p>INDEX 275</p> |
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You have selected an excellent institution of higher education. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at Riverside City College want your educational experience to be extraordinary. Consider this catalog as a reference document; it provides a comprehensive overview of our institution and includes essential information for your work at RCC. Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies. As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. Should you need any assistance with locating or understanding the contents of the catalog, the members of RCC are ready to help. Best wishes for continued success in your educational pursuits.

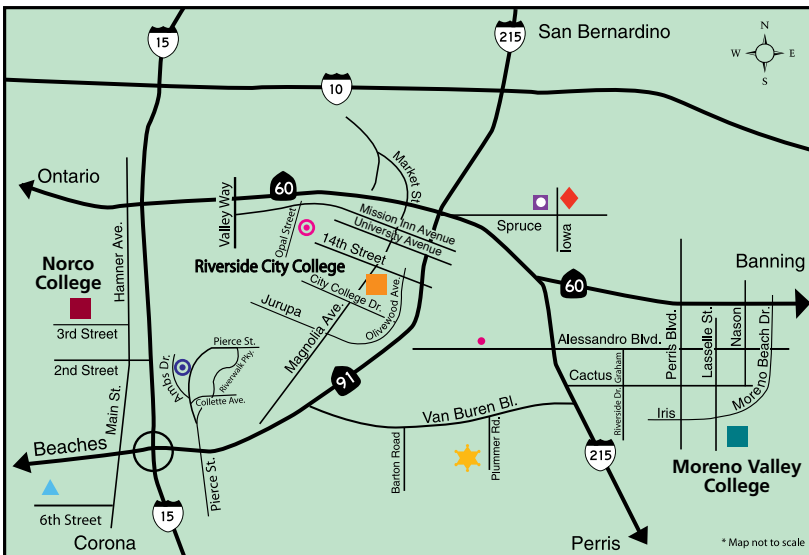
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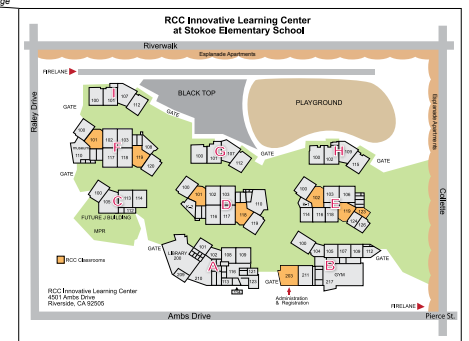
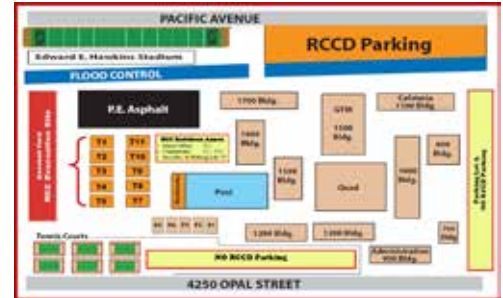
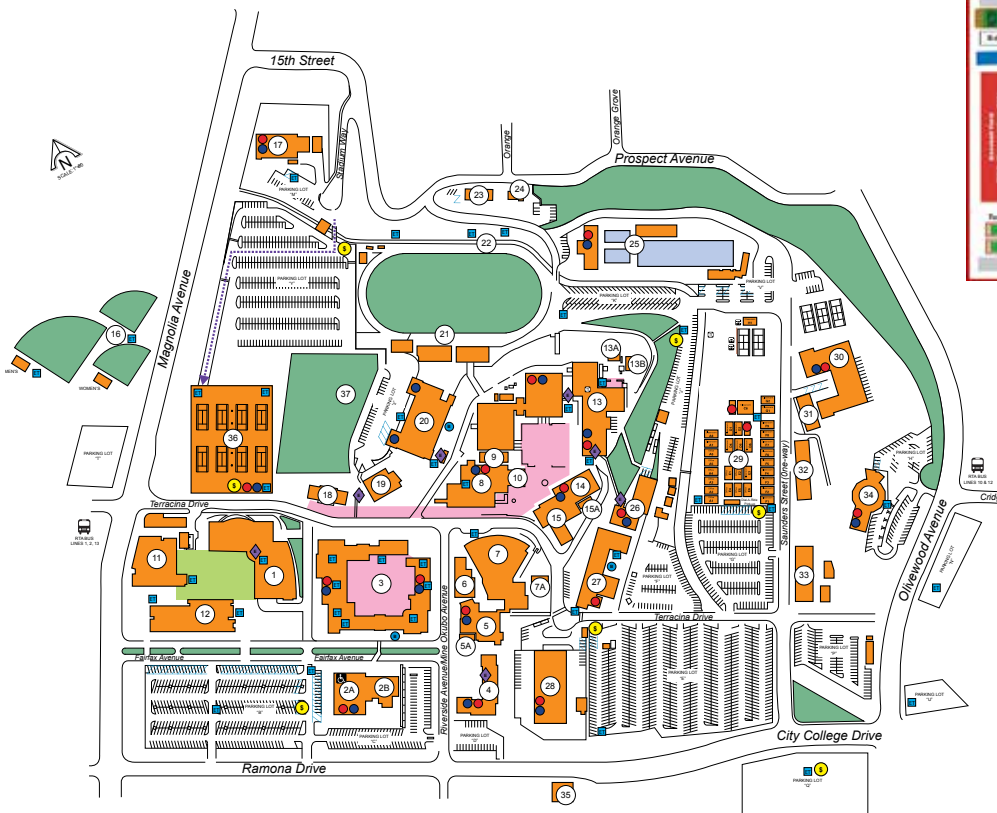
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16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6100
- **RCCSO**
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039
- **RCCD District Office**
1533 Spruce Street
Riverside, CA 92507
(951) 222-8506
- ★ **Ben Clark Training Ctr.**
3423 Davis Avenue
Riverside, CA 92518
(951) 486-2800
- ▲ **RCCD Economic Development**
152 East Sixth Street
Corona, CA 92879
(951) 571-6474
- ◆ **Culinary Academy**
1155 Spruce Street
Riverside, CA 92507
(951) 955-3311
- **Rubidoux Annex**
4250 Opal Street
Riverside, CA 92509
(951) 328-3881
- **Stokoe Annex**
4501 Amb's Drive
Riverside, CA 92505
(951) 222-8729

* Map not to scale

RIVERSIDE CITY COLLEGE



UPPER CAMPUS

1. DIGITAL LIBRARY & LEARNING RESOURCE CENTER
 - Auditorium
 - Glenn Hunt Center for Teaching Excellence
 - Instructional Media Center
 - Tutorial Services
2. ADMINISTRATION (O.W. NOBLE)
 - Section A
 - Board Room
 - Disabled Services
 - H.O.M.E. Room (The Ujima Project)
 - Learning Disabilities Center
 - Mailroom/Admin Service Center
 - Veterans' Resource Center
 - Veterans' Services
 - Section B
 - Academic Affairs
 - Business Services
 - Community Learning in Partnership (CLIP)
 - President's Office
 - Workforce Resource and Development
3. QUADRANGLE (ARTHUR G. PAUL)
 - Art Gallery
 - Community for Academic Progress (CAP)
4. BUSINESS EDUCATION (ALAN D. PAUW)
 - CalWORKs/Resource Center
 - Independent Living Program (ILP)
 - Micro Support Services
 - Workforce Preparation (WFP)
5. MUSIC
- 5A. MUSIC ANNEX
6. MUSIC HALL (RICHARD M. STOVER)
7. LANDIS PERFORMING ARTS CENTER
- 7A. LANDIS ANNEX
8. MARTIN LUTHER KING, JR. HIGH TECH CENTER
 - Academic Labs
 - Center for Communication Excellence
 - Stem Center
9. ASSESSMENT CENTER
 - Viewpoints
10. PLANETARIUM (ROBERT T. DIXON)
11. SCHOOL OF NURSING
 - Healing Garden
12. MATH AND SCIENCE BUILDING

13. STUDENT CENTER (RALPH H. BRADSHAW)

- Aguilar Patio
- Auxiliary Business Services/Cashier
- Bookstore
- Cafeteria/Food Services
- Citrus Room
- Extended Opportunities Programs & Services (E.O.P.S.)
- Hall of Fame
- Health Services
- Heritage Room
- Matriculation
- Student Services/Student Activities

13A. ASRCC STUDENT GOVERNMENT

13B. INFORMATION SERVICES TELECOM ANNEX

14. STUDENT FINANCIAL SERVICES

- Financial Aid
- Network Services
- Outreach Completion Counts Welcome Center
- Student Employment Services

15. ADMISSIONS & COUNSELING (CESAR E. CHAVEZ)

- Admissions & Records
- Career/Transfer
- Counseling
- Transcripts

15A. ANNEX/WELLS FARGO

LOWER CAMPUS

16. SPORTS COMPLEX (SAMUEL C. EVANS)
 - Baseball Field
 - Pony League Field (Nate DeFrancisco)
 - Softball Field (Ab Brown)
17. EARLY CHILDHOOD STUDIES
18. CERAMICS
19. ART
20. GYMNASIUM (ARTHUR N. WHELLOCK)
 - Athletics/Coaches' Office
 - Fitness Room
21. STADIUM (ARTHUR N. WHELLOCK FIELD)
 - Weight Room
22. NATURE TRAIL (ARLENE & ROBERT F. RICHARD)
23. NORTH HALL
 - Finance & Accounting Services
 - Purchasing & Accounts Payable

24. COLLEGE HOUSE

- Administration & Finance
- Risk Management

25. RIVERSIDE AQUATICS COMPLEX

26. TECHNOLOGY B

- Information Services
- International Students Center
- Printing & Graphics Center

27. TECHNOLOGY A

- Air Conditioning & Refrigeration
- Career/Technical Education
- Welding

28. AUTOMOTIVE TECHNOLOGY

29. LOVEKIN COMPLEX

- Athletics (A8, H1)
- College Safety and Police (A1, A2)
- CTA & Academic Senate (E4)
- Gateway to College (GTC) (A)
- Marching Tigers (C6)
- Photo Lab & Studio (G1, G2)
- Upward Bound (A4)

30. GYMNASIUM (CATHERINE S. HUNTLEY)

- Band
- Dance

31. PILATES STUDIO (ELEANOR H. CRABTREE)

32. WAREHOUSE

33. MAINTENANCE & OPERATIONS

34. COSMETOLOGY

35. ALUMNI HOUSE - 3564 RAMONA DRIVE

36. PARKING STRUCTURE/TENNIS COURTS (FRAN BUSHMAN)

37. PRACTICE FIELD

RIVERSIDE CITY COLLEGE

Dr. Cynthia Azari
President

Dr. Edward Bush
Vice President, Student Services

Mr. Norm Godin
Vice President, Business Services

Dr. Wolde-Ab Isaac
Vice President, Academic Affairs

Mr. Ron Vito
Vice President, Career and Technical Programs

Dr. Shelagh Camak
Executive Dean, Workforce and Resource Development

Ms. Cecilia Alvarado
Interim Dean, Student Services

Dr. Sandra Baker
Dean, School of Nursing

Ms. Joy Chambers
Dean, Enrollment Services

Dr. Bernard Fradkin
Dean, Art, Humanities, Social and Behavioral Studies
and Technology and Learning Resources

Ms. Virginia McKee-Leone
Dean of Instruction

Dr. Daniel Martinez
Associate Dean, Institutional Research

Ms. Debbie Whitaker
Associate Dean, Academic Support and Early Childhood Education

Mr. Gregory Ferrer
Director, Disabled Student Programs and Services

Mr. Steve Gomez
Director, Pathways to Excellence

Ms. Elizabeth Hilton
Director, Student Financial Aid

Ms. Rene Kimberling
Director, Health Services

Ms. Jill Marks
Director/Principal, Gateway to College and

Mr. Mohammad Moghaddam
Director, Hospitality and Culinary Arts Programs

Mr. Matthew Neves
Interim Producer/Artistic Director

Mr. Alejandro Torres
Director, Upward Bound Program

Dr. Michael Wright
Director, Workforce Preparation Grant and Contracts

Vacant
Director, Athletics

Vacant
Director, Maintenance and Operations

Mr. Henry Bravo
Instructional Media Center Manager

Mr. Michael Byrd
Facilities Manager/Grounds and Projects

Mr. David Cooper
Assistant Grounds Manager, Grounds and Utilization

Ms. Claire Garibay
Health Services Supervisor

Mr. Juan Lopez
Campus Administrative Support Center Supervisor

Mr. Robert Morris
Assistant Custodial Manager

Mr. Ralph Velasquez
Custodial Manager

Ms. Terry Welker
Library/Learning Resources Administrative Manager

Mr. Scott Zwart
Maintenance Manager

Mr. Lee Nelson
Faculty Senate President

Dr. Richard Mahon
Riverside Curriculum Committee Chair

Riverside Community College District

2012-2013 ACADEMIC CALENDAR

| June 2012 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| July 2012 | | | | | | |
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| August 2012 | | | | | | |
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| September 2012 | | | | | | |
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| October 2012 | | | | | | |
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| November 2012 | | | | | | |
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| December 2012 | | | | | | |
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| January 2013 | | | | | | |
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| February 2013 | | | | | | |
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| March 2013 | | | | | | |
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| April 2013 | | | | | | |
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| May 2013 | | | | | | |
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| June 2013 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- Required Day for New Faculty - August 21
- Summer Session 2012
June 18 - July 29 (6 weeks)
- Required FLEX Day
College - 1/2 day AM August 23
District/Discipline - 1/2 day AM February 8
- Optional FLEX Day
August 23 & February 8 - 1/2 days PM
August 24
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 7)
- Classes not in Session
- Fall 2012
August 27 - December 14
Weekend Classes - September 1 - December 9
- Winter Intersession 2013 (6 weeks)
January 2 - February 10
Weekend Classes - January 5 - February 10
- Spring 2013
February 11 - June 7
Weekend Classes - February 23 - June 2
- Final Exams

For final exam schedule, please refer to the Class Schedule.

Graduation: June 7, 2013

The application deadline to walk in the Commencement Ceremony is April 1, 2013



Section I
GENERAL INFORMATION

MISSION STATEMENT

RIVERSIDE CITY COLLEGE

Riverside City College provides a high-quality, affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. To help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning.

VISION

RCC actively continues to maintain its status as a premier learning institution nationally recognized for excellence in education, innovation, and service.

VALUES

STUDENT CENTEREDNESS:

To serve the best educational interests of the students; to offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs; to treat each other with a sincere, caring attitude and to respond to suggestions and constructive criticism from students; to counsel and advise students to help them plan for and progress toward their individual educational goals; and to recognize outstanding student performance.

TEACHING EXCELLENCE:

To communicate to students a body of knowledge in a creative, stimulating, and challenging manner; to work to establish student and instructor rapport; to maintain the highest standard of professional performance and recognize teaching excellence; to promote the exchange of ideas among colleagues and provide opportunities for professional development; to define for students course goals, objectives and grading standards, making clear the expectation of high achievement; to encourage students to think critically and analytically, applying learning principles, concepts, and skills; and to inspire independence of thought and self discipline.

LEARNING ENVIRONMENT:

To create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel pride in achievement; to provide programs and support services that are responsive to student and community needs; to provide and maintain state-of-the-art equipment and ample supplies necessary for effective learning environments; to provide comfortable, functional, and aesthetically-pleasing facilities and grounds; and to actively support academic and social activities that take place both inside and outside the classroom.

TRADITION:

To further the traditions of pride, quality, innovation, and professionalism found in this institution; to share our heritage by making Riverside City College the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.

GOALS

I. STUDENT ACCESS AND SUPPORT

Our college is an open-access institution inviting our diverse community to the benefits of higher education. We are committed

to providing the support necessary for student success. We strive to reduce barriers to services and programs.

II. RESPONSIVENESS TO COMMUNITY

Riverside City College is deeply committed to its role as a community resource and to meeting community expectations. The College actively pursues partnerships between our educational and business partners. We also play an important role in promoting community service and civic responsibilities.

III. CULTURE OF INNOVATION

RCC is committed to being an innovative institution working to improve teaching and learning, and student support services through the effective delivery and use of technology and by expansion and modernization of our learning environments.

IV. RESOURCE DEVELOPMENT

As a learning organization, we recognize the importance of seeking new and alternative funding to advance the College and to add value to what we do, while improving our cost effectiveness.

V. ORGANIZATIONAL EFFECTIVENESS

Effective organizations employ effective practices. We are a learner-centered organization and are committed to RCC's mission and values, to the strategic planning process, to meeting the unique needs of our students and a diverse workforce, to maximizing the development and utilization of resources and to continuous improvement.

ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

"The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject."

"Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she

speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

ACCREDITATION

Riverside City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234) an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Riverside City College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2012-2013 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

PROGRAM LENGTH

Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND

Individuals who meet any one of the following criteria are eligible to attend the three colleges of Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students who are admitted to the district's middle or early high school college programs or
- Are international students who have satisfied specific international student admissions requirements

Admission to the colleges of Riverside Community College District are regulated by state law as prescribed in the California Education Code.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid,

wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

High School/Concurrent Enrollment

Due to the heavy demand for classes by college students, high school concurrent enrollment has been temporarily suspended with the exception of high school students who are part of RCCD's recognized Early College or Middle College High School programs. Those students should follow the guidelines outlined by their program. Please check the website www.rccd.edu for updates.

ADMISSION AND REGISTRATION OF STUDENTS

Admission Application

Students need to apply if:

- They have never been a student at any of the Riverside Community College District colleges.
- They have not been in attendance at any RCCD college for at least one major term (fall or spring only).
- They submitted an application for a future term and wish to attend a current one.

Beginning in the fall 2012 term, students will not need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

Online applications can be submitted at www.rcc.edu and take approximately 24 hours to process (weekends and holidays excepted). The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term. Computers and assistance are available in the Admissions lobby.

Home College

Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City College and in doing so establishes it as their "Home College." Applicants will choose their program of study/major from those offered at the Home College as well as receive services (counseling, financial aid, veterans support, EOPS, CalWorks, and Student Support Services) at that location.

Applicants to one college are permitted to register for courses offered at all three colleges. All coursework completed, regardless of location, will appear on one academic record.

Important-Special programs require a supplemental application process. By selecting Nursing, Dental Hygiene, Vocational Nursing, and Physician Assistant as your major will not automatically admit you into the program.

Schedule of Classes

The Schedule of Classes is available online at www.rcc.edu/schedules. Open classes can be viewed on WebAdvisor at www.rcc.edu.

Registration

Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.rcc.edu approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, On-line

Orientation/Counseling. Refer to the section on Matriculation: “Are You Exempt From Matriculation?” Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on WebAdvisor or mail a check or money order or pay at one of the colleges. See the Schedule of Classes at www.rcc.edu or fees at www.rccd.edu/services/admissions/pages/fees for payment and refund deadlines. My Account Summary can be viewed or printed on WebAdvisor.

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available the student is automatically added and his/her account charged with enrollment and other required fees. Changes in Waitlist status are emailed to the student’s college email address and are posted to the student’s WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

Procedure for Adding and Dropping Classes

Once a class has begun, a student may only add a class with the instructor’s permission. Students can then add classes through WebAdvisor at www.rcc.edu with an authorization code obtained from the instructor. Authorization codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor prior to the drop deadlines. If there is a hold restricting use of the web, the student may bring a completed ADD/DROP card to the Admissions counter at any college and drop classes there. Deadlines to add, drop, and receive a refund are available on Web Advisor. It is the student’s responsibility to drop a class he/she no longer attends.

Units for Full -Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring terms and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

Attendance

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Work missed for unavoidable cause may be made up with the instructor’s approval. Under no circumstances will absence for any

reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.

For information on auditing classes, see the Graduation Requirements section.

LIMITATIONS ON ENROLLMENT

Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions to Remedial Limitation

All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Prerequisite

When a course has a **prerequisite**, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHE-1A). Completion of the prerequisite is required **prior** to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52), you will be allowed to register for the succeeding class (i.e. Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

Corequisite

When a course has a **corequisite**, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course.

(Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the **schedule of classes and the current college catalog**. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory

When a course has an **advisory**, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City, Moreno Valley, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form. These forms are available in the Counseling Department. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations Office once all official transcripts (ones that are received by RCCD directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the physical education department about sports physicals. Student-Parents of the children in the Child Development Center must have a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, TOPV.

MATRICULATION

The matriculation program at Riverside City College is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete assessment, Orientation and Counseling prior to registering for classes.

It is the student's responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling Center at Riverside (951) 222-8440.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.*

A student's college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled "Curricular Patterns." The student is also invited to discuss personal goals with a college counselor.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call: Riverside, (951) 222-8060; or TDD, (951) 222-8061.

Most new students are required to take an assessment test upon initial entry into RCCD and before Counseling appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and the PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (Consult a counselor).

An appointment is required for all tests administered by the Riverside Assessment Center. To book an appointment, please visit <http://www.rcc.edu/services/assessment/appointments.cfm>. During most times of year, appointments fill one to two weeks in advance. Hours of operation are posted outside each Assessment Center and are available at <http://www.rcc.edu/services/assessment/dates.cfm>.

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 Web site (below).

Extensive information on assessment testing, test preparation, details of all tests available, sample questions, hours of operation and more is available at <http://www.rcc.edu/services/assessment/index.cfm>

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 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 on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Riverside City College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Students will be able to access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session they can log on to their WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. For any further questions please call (951) 222-8440 or stop by the Counseling department. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCCD.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to Riverside City College before scheduling counseling appointments or a Student Educational Plan.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their "Student Educational Plans" (S.E.P.).

Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
 - Advance in current career/job
 - Maintain certificate/license
 - Educational development
 - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer

Follow-Up: Academic Progress

Counselors and teachers will provide follow-up activities on behalf of matriculated students. "Early Alert" follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. "Probation/dismissal" activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Student's Rights and Responsibilities: Prerequisites

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the pre-requisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The pre-requisite or corequisite has not been established in accordance with the District's process for establishing pre-requisites and corequisites;
2. The pre-requisite or corequisite is in violation of Title 5, Section 55003;
3. The pre-requisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the pre-requisite or corequisite course has not been made reasonably available

or such other grounds for challenge as may be established by the Board;

6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a pre-requisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time only with the Matriculation Appeals Petition to temporarily validate a prerequisite one time only. However, official transcripts must be received prior to registration for the next term for permanent validation. "Official" is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:

- After 12 months has passed from previous tests
or
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student's abilities
or
- After proof of appropriate academic intervention has occurred.

Please Note: Once the student has begun the course sequence, retesting is not an option.

FEES: CALIFORNIA 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 day prior to the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

The enrollment fee for California residents is set per state legislation.

Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay a non-resident tuition fee in addition to the resident enrollment fees.

Out-of-country non-residents also pay a processing fee and a non-

refundable per unit surcharge; they are also required to buy health insurance.

AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Riverside Community College District if he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

A student who meets the qualifications for the AB 540 Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Eligibility for AB 540 does not change student's non-resident status.

Health Fee

Every student is required to pay a health services fee per Title 5 state regulations. Students who rely on exclusively faith healing, or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admission and Records office. Students who qualify for a Board of Governor's Waiver (BOGW) must pay the health fee.

Parking

Parking permits can be purchased on WebAdvisor at www.rcc.edu, price includes shipping and handling. To waive shipping and handling, permits must be ordered on a campus computer and paid for at the cashier's office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

Transportation Fee

Fee provides free transportation on RTA fixed routes for students with Riverside City College and Moreno Valley College photo ID cards. Fees vary according to full-time or part-time status.

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Library/Learning Resource Center Fees

Overdue fines:

General Collection – Overdue fines will be levied at 20 cents per day per item.

Hourly Reserves – Overdue fines will be levied at \$1.00 per hour per item.

Replacement bills:

If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1.) The actual replacement cost of the item or \$25.00 for out of print materials; 2.) A processing fee of \$10.00; and 3.) Any overdue fines (the maximum overdue fine is \$20.00).

Refunds:

If the item is returned after the bill is issued (within 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

Library card fees:

Community members may purchase a library card for \$5.00 per session upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The RCCD bookstore has many choices for students to purchase their books such as a rental program, many digital options, 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. Whenever, possible, the RCC Bookstore will attempt to stock the required items.

Payment method

The RCCD Bookstores will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos) and Barnes and Noble gift cards. If you are using your parent’s credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card. Checks are not accepted.

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 as long as you have a store receipt and the book is 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. Bring your student identification and the books and we can let you know the value.

Other Charges

An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

RCC TRANSCRIPTS

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. Official student transcripts may be requested on WebAdvisor at www.rcc.edu, and in the Transcript office at the Admissions and Records office.

The first two official transcripts are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript. Transcripts are mailed

with first class postage. Unofficial transcripts are available free on WebAdvisor.

Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student’s record, must be printed no more than 90 days/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites.

Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See *Section III Graduation Requirements* in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate Degree; and for certificate programs. About 400 students from 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES

RCCD shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. See “My Class Schedule” on WebAdvisor at www.rcc.edu for refund deadlines.

Holdings on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition. Documentation is required.

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child

eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Dept of Veterans Affairs for more information.

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LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES**







Section II

STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Board Policy 5520 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter as delineated in the student handbook. Upon receipt of the committee's recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Student Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Handbook and AP5520.

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco colleges. The policies are as follows:

1. A student may request academic renewal for not more than two terms of grades and credits which are not reflective of a student's present ability and level of performance.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any

accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)

3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) are calculated in the GPA, will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Riverside Community College Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco Colleges. For information on challenge procedures, see page 6.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

THE ARTS

ART

The visual arts at Riverside Community College District play a significant role in students' lives. Painting, drawing, design, ceramics, sculpture, art history, computer and animation students have access to outstanding studio facilities as well as a large library collection of periodicals, books, and videos. Also unique to the library is a permanent art collection on display in offices throughout the Riverside college.

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums.

The college art gallery is located on the Riverside college in the A.G. Paul Quadrangle room number 140. The Quad Art Gallery is

an exceptional display space that exhibits works by national and regional artists as well as yearly exhibitions of faculty and student works providing a variety of culturally diverse art to the community.

DANCE

The Dance Department at Riverside City College provides a full schedule of classes and activities that meet the needs of dance majors and minors as well as the recreational dancer. In addition to its broad range of dance technique and lecture courses, the Dance Department at RCC also sponsors:

- master classes in dance and Pilates with notable guest artists;
- high school outreach;
- informal on-campus performances; and
- several major concerts during the year.

Dancers for Life is a benefit dance concert featuring professional choreographers and dance companies. The RCC faculty dance concert, *Kinetic Conversations*, features faculty choreography and performance, student dancers, and guest artists. *Collaborations* is an opportunity to showcase various dance and performance artists in concert. The student dance concert, *Celebrate Dance*, focuses on the work of RCC student choreographers and dancers.

Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. America College Dance Festival (ACDF) is an organization of community college and university dance programs across the United States. For the past four years, RCC Dance has been featured in the gala concert of ACDF, which recognizes the best work of emerging college dancers and choreographers. The RCC Dance Touring Ensemble is a select group of student dancers who work as a company for the entire year performing at various schools in the Inland Empire and represent RCC at various on-campus events. Concert and ensemble auditions are open to all students. Student interested in auditioning should check the Dance Department website: www.academic.rcc.edu/dance.

MUSIC

The Music Department provides classes that meet all the requirements for transferring students with a music major or minor, and the department encourages all students to make music activities a significant and memorable part of college life.

RCCD music organizations include the select Chamber Singers and Vocal Jazz Ensemble, College Choir, Master Chorale, the Wind and Jazz Ensembles, the Marching Tigers Band, Gospel Singers, the Riverside Winds, Community Jazz Ensemble, MIDI Workstation, Guitar Ensemble and the Symphony Orchestra.

In addition to frequent local performances, these musical groups represent the college at intercollegiate and invitational festivals, tours and competitions throughout California, the United States, Europe, Asia and even on cruise ships. All young musicians are welcome to join.

THEATER ARTS

The Theater Arts have long been an important component of life on the Riverside City College campus. The Theater Department provides a performance curriculum based on the University of California and California State University systems for students who wish to transfer. In addition, we provide performance opportunities through our play series. The annual productions include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

ATHLETICS

Riverside Community College District maintains a program of intercollegiate athletics as a member of the National Central Conference in Football and the Orange Empire Conference in the following sports:

Men: Baseball, Basketball, Cross Country, Golf, Tennis, Track, Soccer, Swimming and Diving, and Water Polo

Women: Basketball, Cross Country, Fastpitch, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco College. Both Cross Country teams practice and play at the Moreno Valley College.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest.

COLLEGE BOOKSTORE

Students are able to order their textbooks when registering thru Web Advisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at www.rcc.edu/bookstore such as:

- Rentals- Over 50% (and growing) of our titles are available to rent which means the students will save 50% off the new textbook price. Students can highlight and take notes in the book. The books are due back when the student has completed finals. Students will need a valid debit card or credit card to secure the rental.
- Used- save 25% of the new textbook price.
- E-textbooks- save up to 60% by buying or renting a digital book. This is an instant download from our website www.rcc.edu/bookstore. Download the free etextbooks application for PC and MAC at www.nookstudy.com/college.
- New- A fresh new start to the new semester- prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go. The store also has a lap top program and carries all Nook devices.

Return policy

The bookstore accepts cash, credit cards and Barnes and Noble gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have a receipt and the book must be in the same condition that it was purchased in. Visit the website www.rcc.bncollege for the complete return policy.

CAREER CENTER

The Career Center is firmly committed to assisting students in their effort to be successful and achieve their academic goals. The center is available to guide and direct students to career and vocational fields that best “fit” or match their interests, aptitudes and goals. The Center provides opportunities for extensive career exploration and evaluation of interests, aptitudes, skills and other characteristics related to vocational and pre-professional planning and job success.

SERVICES:

- Counseling appointments to interpret career exploration tests
- A resource library including career magazines, books, and computer applications
- CareerFest: Career and Technical Education and Community professionals provide information within your career field of study
- On-campus Career and Technical Education Tours such as, nursing (RN and LVN), telecommunication, photography, media, cosmetology, automotive (Toyota, Ford and GM) and more
- Career workshops including: How to Decide on a Major, Fastest Growing Career Fields and many more
- Career interest assessments: Strong Interest Inventory (SII), Myers-Briggs Type Indicator (MBTI), Self-Directed Search (SDS), and Career Occupational Preference System (COPS)
- Up-to-date information on emerging careers, locally, statewide, and nationally
- Computer access to utilize Internet resources, EUREKA online, researching majors, writing a resume, interviewing assistance, researching occupations, labor market information, career assessments (online and on paper), and career planning

RESOURCES:

- Printed material, books, magazines, and catalogues related to the job market, career trends, and industry and government information
- Career Website
- Monthly Calendar of events with in your particular career field
- Occupational Outlook Handbook
- Dictionary of Occupational Titles
- Career Interest Videos
- Guidance 47 class: Career Exploration – this course is designed for students who are undecided about their educational or career goals

WEBSITES:

- RCC Career Center Website - <http://www.rcc.edu/services/careercenter/index.cfm>
- RCC Transfer Center Website - <http://www.rcc.edu/services/counseling/transfer.cfm>
- RCC Job Placement Website - <http://www.rcc.edu/services/jobplacement/index.cfm>

TELEPHONE:

Riverside City college: 951-222-8072

COMMUNITY FOR ACADEMIC PROGRESS (CAP)

The Community for Academic Progress (CAP) Program is an exciting program designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students take these classes as a group, allowing faculty and students to work and learn together.

Other benefits that CAP offers include:

- A convenient class schedule
- Guaranteed registration in CAP classes
- Personal CAP/college orientation
- Assigned counselor
- Access to Technology
- Supplemental Instructional Leaders (SI Leaders)

- Field Trips
- Guest Speakers and Activities

To enroll in the CAP program or for more information, call the CAP office, (951) 328-3820.

COUNSELING CENTER

The Counseling Department is committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center. Counseling hours vary by term. Appointments can be made by calling the Counseling department at (951) 222-8440. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES

The Office of Disabled Student Programs and Services (DSP&S), on each of RCCD's three colleges, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The Riverside office is located in Administration 121.

Services are available to students with:**Physical Disabilities:**

- Acquired Brain Injury
- Amputations
- Arthritis
- Cerebral Palsy
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic Disabilities
- Post-Polio Disabilities

Learning Disabilities:

- Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments:

- Cardiac Disease
- Diabetes
- Epilepsy

Psychological Disabilities

Communicative Disabilities:

Deaf

Hearing Impaired

Speech Impaired

Respiratory Disease

Temporary Disabilities:

Broken Bones

Post Operative Recovery

Other

Support Services Available Include:

Adaptive Physical Education

Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)

Counseling

High Tech Center (Adaptive computer equipment) and assistive devices

Interpreters/RTC for the Deaf

Individual tutoring

Liaison with other agencies

Mobility assistance

Note-taking services

Priority Registration

Test Facilitation

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: Riverside (951) 222-8060 and TDD (951) 222-8061.

Riverside Community College District does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance.

DISCIPLINE

It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the Student Handbook.

EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers, early and middle college programs on each of its three colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD college in their region.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority Registration
- Supplemental book services

- One-to-one tutoring
- Transfer information and assistance

For more information call the EOPS office at (951) 222-8045.

Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to **INDEPENDENCE**.

To be eligible a student must:

1. be an eligible full-time EOPS student with 2.0 GPA (good standing);
2. be a single parent/head of household;
3. Student must be 18 years of age or older;
4. Must be a AFDC/CalWORKs recipient;
5. Have a child under the age of fourteen years of age;
6. Have the desire to continue their education and become self-sufficient.

CARE Services are supplemental to EOPS services and MAY include:

- Personal, Academic and Career Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops

Services available at Riverside (951) 222-8045.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at Riverside City College (RCC) strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department will educate staff regarding new policies and procedures through on and off campus trainings and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at www.rcc.edu/studentfinancialservices, under workshops. The FAFSA application must be completed for each academic year. The RCC Title IV code of 001270 must be listed on your FAFSA record(s) in order for our department to receive your application.

If you are a Moreno Valley College or Norco College student, please make sure to list the school code for your home college on the FAFSA application.

| | |
|------------------------|---------------------|
| Riverside City College | School Code #001270 |
| Moreno Valley College | School Code #041735 |
| Norco College | School Code #041761 |

The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

When completing the FAFSA application, you will need to apply for a **Personal Identification Number (PIN)** at www.pin.gov so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

Once you have completed your FAFSA, the results will be sent to RCC. You must have an RCC Admissions application on file in order for your FAFSA to be received. Once you have completed your RCC Admissions application online at www.rcc.edu, you will be issued your RCCD email account. You can find directions on how to activate and access your RCCD email account online at www.rcc.edu, under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on WebAdvisor under “required documents by year” once you have received your email. Forms are available on our website at <http://www.rcc.edu/studentfinancialservice> under forms and can be turned in at the SFS office at your home college.

***New:** If you are considered a dependent student and cannot provide your parents’ information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents’ information and are not able to, please visit the SFS office at your home college regarding a Petition for Independent Status (Dependency Override).

Effective Summer 2011 all Financial Aid disbursements will be deposited onto a debit card. The card will be a Sallie Mae debit card and your disbursements for financial aid will be placed on that card (except for a few fund types.) To receive your disbursements, if eligible; you **MUST** sign up for a Sallie Mae Debit Card. Go to www.rcc.edu/studentfinancialservices to sign up! The Sallie Mae debit card is used like a regular debit card. This card can be used to make a transaction, to withdraw cash, and more.

Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list your home college school code (Riverside City College #001270, Moreno Valley College #041735, Norco College #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 Web Advisor

under your award letter. No separate application is required.

- o If you are not a California resident, you may be eligible to apply for:

- a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online. The Dream Application for AB 540 students will be available in Spring 2012 to apply for the Spring 2013 BOG waiver. Additional information will be available regarding the Dream Act on our website once the California Student Aid Commission has posted the application.
- a non-resident tuition deferment if you are eligible for financial aid. This deferment to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of a Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at www.rcc.edu/studentfinancialservices.

- **Federal Pell Grant** (up to \$5550 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year as well as meeting your college satisfactory Academic Progress. Students enrolled less than ½ time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1000 for the academic year at RCC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

- **Cal Grants** (up to \$1551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half-time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must meet the RCC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.
- **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for RCC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. Paper applications can be picked up in the SFS Office and after completion, mailed to CSAC. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children's center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office. (please check their website for hours and locations). The deadline to submit this application is June 15th. A FAFSA application is required for RCCD to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Federal Work Study** (earn up to \$4000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the RCC school code #001270 (Moreno Valley College #041735, Norco College #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 Student Financial Services website at www.rcc.edu/studentfinancialservices for the link to student employment job listings.
- **Federal Direct Loan Program** - Riverside City College (RCC) participates in the Federal Direct Loan Program. At RCC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

RCC does not recommend borrowing more than \$10,000 at the Community College level (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

 - Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at RCC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "Direct Loan Request Form" to the RCC Student Financial Services office.
 - Students must also have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
 - Students will receive notification by email within two weeks after the deadline date they submitted the "Direct Loan Request Form" regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be 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.rcc.edu/studentfinancialservices for a full list of requirements for applying for a student loan at RCC.
 - Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year they apply for a loan at RCC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Students should learn and consider carefully their responsibility in securing a federal student loan. RCC also reserves the right to deny loans to students on a case-by-case basis. Students will be notified by mail if their loan request has been denied.

SCHOLARSHIPS

Riverside City College District offers scholarships through its Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early December. Information and instructions on how to apply is available on our website early in the fall semester at www.rcc.edu/studentfinancialservices. Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters, upon verification of eligibility, onto the students Sallie Mae debit card. Please sign up for the Sallie Mae debit card on our website by clicking on the "debit card" link. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.
- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at www.rcc.edu/studentfinancialservices in January and February of each year and also at each high school within the RCC District.
- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the RCCD high school zone and also at www.rcc.edu/studentfinancialservices in January and February of each year.

Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available online at www.rcc.edu/studentfinancialservices or in the SFS office.
- You may also find additional scholarship resources in the reference section of any library or on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, www.scholarsite.com, and www.scholarshiphunter.com.
- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for your educational expenses based on your donor's instructions. All outside scholarships funds are disbursed to students on their Sallie Mae Debit Card. Follow the donor's directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received at RCC, the student will receive their scholarship funds onto their debit card based on our posted disbursement schedule.

STUDENT FINANCIAL SERVICES COUNSELING

SFS counseling services appointments can be made in the Student Financial Services office. The academic counselors are located in the Ceaser Chavez building counseling center.

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

Responsibilities and Requirements

Riverside City College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit**
Beginning in 2012-13, students must have met one of the following requirements to be eligible to receive financial assistance:
 - High School Diploma
 - GED certificate
 - Completed an approved Home School program
 - Passed the California High School Proficiency Exam
 Students who were enrolled in an eligible program of study prior to July 1, 2012 and passed the ability to benefit test will be able to use the valid test scores to meet this requirement. Ability to Benefit tests will no longer be offered after July 1, 2012 based on new regulations set by the Department of Education. For more information on this new regulation, please review the Ability to Benefit section of our consumer guide on our website.
- **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. Appointments can be made at the Student Financial Service office or via phone at (951) 328-3690.
- **Citizen or eligible non-citizen**
To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.
- **Return of Title IV funds**
If you receive federal or state financial assistance and you drop or fail to successfully complete your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds.)
- Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by your home college, if eligible.
- **Satisfactory Academic Progress**
All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. If you are determined ineligible for

financial aid due to your SAP, you have the right to appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at www.rcc.edu/studentfinancialservices.

- **Contact Information**

Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor or in person at the Admissions and Records office on any college. Visit your RCCD email regularly, as all updates and communications are sent to your RCCD email account.

- **Social Security Number**

Be sure that your social security number is on file with RCC as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without your social security number on file.

- **Disbursement and Deadline Information**

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our Consumer Guide on our website at www.rcc.edu/studentfinancialservices or pick up a disbursement schedule at the RCC office.

- **Veterans:** applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

- **Gainful Employment Information:** For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.rcc.edu and choose the Gainful Employment Disclosure Link.

You can find more information regarding Student Financial Services on our website at www.rcc.edu/studentfinancialservices. If you have any questions, please contact us by e-mail at studentfinancialservices@rcc.edu.

Riverside City College
Student Financial Services Office
"Helping to Build Dreams"

FOOD SERVICES

When school is in session, Food Services offers a variety of services. On the Riverside campus, full service meals including baked goods are available in the Bradshaw Center Cafeteria, as well as cold sandwiches, coffee, cold drinks and a variety of grab-and-go foods in the Concession trailer, located on the east side of the Quadrangle.

In addition, vending machines are conveniently located in the Bradshaw Center Cafeteria and several other buildings, on the Riverside campus.

STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

The Student Health and Psychological Services office is located on each college; in the Bradshaw building on Riverside City College, and in PSC-6 at Moreno Valley College and in the Library Lower level at Norco College. The Riverside City college office is open Monday through Thursday, 8:00 a.m. to 4:30 p.m., Fridays 8:00 a.m. to 12 noon.

Services include emergency care, first aid, health and personal counseling, health education, care for common health problems,

evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and referral to appropriate agencies and professionals in the community by a registered nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All college accidents should be reported immediately to the Student Health and Psychological Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Student Health and Psychological Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

For more information, contact: (951) 222-8151.

HONORS PROGRAM

The Riverside Community College District offers an honors program at the Riverside City, Moreno Valley and Norco colleges. The Honors Program makes it possible for students to stretch themselves intellectually, actively work with fellow students and faculty in an environment that encourages them to improve their critical thinking, written and verbal communication skills to a university level, and to help them to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program is the enthusiastic learning environment created by Honors faculty and students, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.

To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for **or** completion of English 1A
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

To be eligible for the program, incoming high school students and all other 1st time college students need:

- 3.0 GPA
- Eligibility for **or** completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

Benefits

The Honors Program offers several benefits to students who successfully complete individual honors classes or the six honors classes required to complete the program:

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- Transfer agreements, including agreements with UC Irvine and UCLA.
- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- A community of dedicated, motivated students and faculty.

For more information, contact: (951) 222-8991

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 on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each college or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION / STUDY ABROAD

Riverside Community College District is dedicated to the concept of an internationally based education. The District supports a curriculum that includes the infusion of a global dimension throughout all subject disciplines to better prepare our students for success in the global community.

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy, spring semester in the political and economic capital of China, and the home of the forbidden city, Beijing, as well as opportunities for academic study tours during the summer session in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Italy.

INTERNATIONAL STUDENT CENTER

The Riverside City College Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 250 students from 50 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

The Center also contributes to the international dimension of the colleges by presenting resource speakers from the United States and abroad who address current world issues.

JOB PLACEMENT SERVICES

Job Placement is an employment service provided at the Riverside City College to assist students with their job search efforts. Job Placement is located in the Lovekin F2 building and office hours are Monday through Friday 7:30 a.m. - 4:30 p.m.

Jobs on campus may be accessed through the internet at <http://jobs.rcc.edu>. Jobview Kiosk machines are available on all three colleges for on-line employment. Some of the services offered are: Job referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

LIBRARY / LEARNING RESOURCE CENTER

The Salvatore G. Rotella Digital Library/Learning Resource Center provides quality library instruction, resources, and services at Riverside City College. The library has book and multimedia collections to support college courses and the local community, as well as academic journals, magazines, and newspapers. The library provides access to materials both in print at the DLLRC and online via the library website.

Visit the library online at: <http://library.rcc.edu>.

Hours for the library during the Fall and Spring semesters are:

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

Summer and Winter Intersession hours vary and are posted at the library and website: <http://library.rcc.edu>.

The library provides research instruction, quiet study areas, and access to printers, photocopiers, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The RCC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5.00 per academic 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

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at Riverside City College and contains news of student, faculty, and staff activities on all three colleges. Other district publications include Muse, RCCD’s literary magazine; Community Reports, and the Bulletin, a bi-weekly college newsletter announcing college activities and events.

SOCIAL EVENTS

An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center. New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our web site at www.rcc.edu/asrcc/index.cfm

CLUBS AND ORGANIZATIONS

The ASRCC sponsors many clubs/organizations. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices.

Athletics

Karate

Student Athletic Training

Career

Mock Trial

Departmental

Women in Science and Engineering (WISE)

Business Leaders of Tomorrow

Philosophy Club

Puente

Student Nurses Organization
Future Teachers in Action

Honor/Service

Amnesty International
Alpha Gamma Sigma

Religious

Students for Christ
LDSSA

Multicultural/Ethnic

African American Student Alliance
Gospel Singers
MEChA (Movimiento Estudiantil Chicanos de Aztlan)

Special Interest

Art Club
Clay Club
RCC Dancers
Graphix Club
International Students
L.G.B.T.S.A
Marching Tigers
Model United Nations
Muse
Phi Rho Pi
Photo Club

COLLEGE HOUR

Riverside Community College District is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two “activity hours” per week: Tuesday/ Thursday. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASRCC. A master calendar of these events is maintained in the Student Activities Office.

DEAN OF STUDENT SERVICES

Many student services and student government activities are the responsibility of the College Dean of Student Services. The Student Activities Coordinator is located in the Student Activities Office.

EDUCATIONAL SERVICE-SOCIAL

Student clubs and organizations give a major part of their time for improvement of the campus and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards. Clubs and organizations also exist to provide various kinds of service to the college and to the larger community as well.

FERPA – 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, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services Office at Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

The complete Annual Notification of Rights under FERPA may be found on page 261.

HONOR SOCIETY

Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the college was granted membership in Alpha Gamma Sigma, The California community college honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

Entering freshmen may join Alpha Gamma Sigma with a temporary membership if they are life members of the California Scholarship Federation. Riverside Community College District students are eligible with a cumulative Riverside Community College District grade point average (GPA) of 3.0 or above.

SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services

- Support for the Associated Students of Riverside Community College District
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

STUDENT GOVERNMENT

Riverside Community College District has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

Students can become involved in ASRCC either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

Riverside City College strongly encourages student participation. Students who wish to become involved should visit the Student Activities Office located in the Bradshaw Center.

STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part-time (up to 20 hours per week). Hourly pay rates vary and currently start at the current federal minimum wage (currently \$8.00 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student's class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov.
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least ½ time enrollment.
- Maintain a minimum 2.0 cumulative GPA.

Students have the potential to be awarded and earn up to \$4,000 during a fiscal year (July 1st through June 30th)

Types of FWS Programs

- On Campus Positions
- Off Campus Positions
 1. America Reads
 2. America Counts
 3. Community Service
 4. Literacy

2. District (non-work study) Employment

These positions are available on each college throughout the district and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least ½ time enrollment.
- Maintain a minimum 2.0 CGPA.

Students must have a valid social security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information please refer to our website www.rcc.edu/services/workforce.

Federal Work Study and District positions may be viewed at <https://jobs.rcc.edu/applicants> 24 hours a day, seven days a week.

3. CalWORKs Work Study

The Riverside City College teams up with employers to provide paid job

training to eligible students. This program benefits employers as well as the students. To be eligible students are required to:

- Enrollment in 1 .0 or more units each semester
- Maintain a minimum cumulative 2 .0 GPA.
- Be eligible for the CalWORKs program

For more information, call (951) 222-8648.

STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Academic status is based on all coursework taken at the three district colleges. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor at their home college. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their college.

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall

be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.

3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I", "NP" and "NP" are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
 3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at www.rccd.edu/administration/board.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District Property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Disciplinary Action

- A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
- B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.
 1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 2. Reprimand: This includes a written statement and/or a

probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.

3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.
4. "Temporary Suspension": This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.
5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.
6. Restitution: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.
7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.
8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.
- C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
 1. The faculty member may: a) reduce the score on test(s) or assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that

the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.

2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:
 - the specific section of the Standards of Student Conduct that the student is accused of violating.
 - a short statement of the facts supporting the accusation.
 - the nature of the discipline that is being considered.

After the meeting a written notice will be provided restating the facts of the action. The student must be given an opportunity to respond verbally, or in writing, to the accusation.

Student Grievance Procedure for Student-Related Issues

The purpose of a student grievance procedure is to provide a process by which student-related issues for disciplinary matters may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the District.

- A. Procedure Relating to Disciplinary Action: In all cases when the Dean of Student Services of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer of the College, in writing:
 1. Concurrence with the decision; or
 2. A grievance challenging the action.

The Chief Executive Officer of the College, or designee, would hear the challenge and provide a finding within five (5) days of receiving the written request.

Absence of any communication after the five day limit from the student indicates concurrence with the decision.

For extended suspension or expulsion, the student may request a formal hearing within five (5) days of receiving a written decision from the Chief Executive Officer of the College.

Hearing Procedures

Request for Hearing:

Within five (5) days after receipt of the Chief Executive Officer's, or designee's, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Chancellor or designee.

Schedule of Hearing:

The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

Hearing Panel:

The hearing panel for any disciplinary action shall be composed of one (1) administrator, one (1) faculty member and one (1) student.

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair:

The Chief Executive Officer of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of Hearing:

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The facts supporting the accusation shall be presented by the college Dean of Student Services, or designee. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the College either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered an unavailable witness.

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, then the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Chief Executive Officer's Decision:

Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel's decision, the Chief Executive Officer shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chief Executive Officer of the College shall be final.

Chancellor's Decision:

Expulsion -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. If the Chancellor's decision supports expulsion, it shall be forwarded to the Board of Trustees.

Board of Trustees' Decision:

The Board of Trustees shall consider a recommendation for expulsion from the Chancellor at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and location of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

General Grievance Process For Matters Other Than Disciplinary: Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process

- a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
- b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
- c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
- d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
 1. For academic matters, the conference will be with the College Chief Instructional Officer.
 2. For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
- e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
- f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student

Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty 120 days from the date of the incident giving rise to the grievance.

2. Formal Hearing

- a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
- b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
- c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
 - (1) One (1) student appointed by the ASRCC College President.
 - (2) One (1) faculty member appointed by the College Academic Senate President.
 - (3) One (1) manager appointed by the Chief Executive Officer of the College.
 - (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
- d. The College Student Grievance Committee will:
 - (1) Set a reasonable time limit for the hearing.
 - (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
 - (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
 - (4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.
 - (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
 - (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
 - (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.

- e. The formal hearing shall be closed to the public.
- f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
- g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
 - (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision,
 - (2) Modify the recommended decision,
 - (3) Recommend action to the Board of Trustees.

3. Appeals:

In all cases, final appeal will rest with the Board of Trustees.

Office of Primary Responsibility:

- A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline will follow the procedures delineated in AP5520.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

TEACHER PREPARATION AND EDUCATION PROGRAMS

In addition to the programs offered on the Riverside City College campus, Teacher Preparation and Education programs are offered by RCC at the **Innovative Learning Center** in tandem with Alvord District Stokoe Elementary School. The Center offers a state of the art teacher preparation learning environment and laboratory for college students who want careers in education.

This center offers opportunities for college students to observe classrooms taught by master teachers using state of the art technology and innovative teaching strategies.

The center also provides classrooms for RCC college classes in general education and education courses.

For more information about the center call (951) 328-3661 or go to the website <http://academic.rcc.edu/ilc/>.

Address: RCC at the Innovative Learning Center, 4501 Ambs Drive, Riverside, CA 92505.

TRANSFER CENTER

Mission:

The mission of Riverside Community College District Transfer Centers is dedicated to increasing the transfer function and to increase the number of students prepared for transfer to baccalaureate-level institutions. This is accomplished through coordination of college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including disabled students, low-income students, first-generation college students, and other groups of students underrepresented in the transfer process.

Transfer Center Goals:

1. Coordinate college transfer efforts to provide quality transfer services, programs, and activities that support student success and retention.
2. Identify and increase the number of students who choose to transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first generation college students.
3. Work collaboratively with campus governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students throughout RCCD.
4. Develop a continuous cycle of monitoring and evaluating district transfer services by compiling data in collaboration with the RCCD Research Department.

Transfer Center Services:

The Transfer Centers throughout RCCD provide many services, resources, programs, and information to students who are interested in transferring to four-year colleges/universities, including:

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- RCC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- Visits to four-year colleges and universities (UC's, CSU's, and Private/Independent schools) that are sponsored and coordinated by the Transfer Center.
- Resource library that includes university and college catalogs
- Computer access to utilize internet resources, complete college/university applications, and view college/university information online
- Transfer Workshops focusing on the UC/CSU application process, the UC Personal Statement (Essay), Financial Aid for transfer students, and Steps to Becoming a Teacher (K-12)
- Transfer Fairs are coordinated by the Transfer Center every Fall and Spring term where over 35 university representatives visit our campus to speak to students and to answer questions.
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and transferred to a four-year college/university.

Resources:

- Resource library that includes college and college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper based and on-line resources that assist students in understanding how course credits at Riverside

Community College can be applied when transferred to a four-year college/university, or vice versa.

- Guides and handbooks providing information on financial aid and scholarships
- Internet access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer center

Internet Access:

RCC Transfer Website:

<http://www.rcc.edu/services/counseling/transfer.cfm>

RCC Career Center Website:

<http://www.rcc.edu/services/careercenter/index.cfm>

ASSIST: <http://www.assist.org/web-assist/welcome.html>

For more information please call: (951) 222-8446

TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 3 hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the college's faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn!

Tutors must have passed the class (es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information

Telephone number: (951) 222-8170

Fax number: (951) 222-8955

VETERANS ASSISTANCE

Riverside Community College District provides assistance to veterans for the following benefit programs:

1. Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
2. Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
3. Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
4. Vocational Rehabilitation – Chapter 31
5. Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
6. Survivors and Dependents Educational Assistance Program – Chapter 35
7. Reserve Educational Assistance Program (REAP), Chapter 1607.
8. Post-9/11 GI Bill - Chapter 33, refer to www.gibill.va.gov for updated information.

Veterans seeking to use VA Educational Benefits apply online to the VA at www.gibill.va.gov for their certificate of eligibility. One copy must be given to the Veterans’ Services office at the student’s home college. For questions regarding pay, *Certificate of Eligibility* or benefits call 1-888-GIBILL-1.

While waiting for the *Certificate of Eligibility* veterans should continue with the college’s policies and procedures in order to enroll and be certified for payment. Veterans apply online to Moreno Valley, Norco or Riverside City College and complete any required assessment testing and/online orientation. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be received by the college in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans need to call the Veteran’s Office to request to have their VA SEP prepared. Students will receive an email at their RCC email account to meet with a counselor to pick up the VA SEP. After receiving the SEP veterans can register for approved classes on or after registration date/time. Check the VA website

www.gibill.va.gov for the listing of VA approved programs at RCC.

After registering, veterans must turn in the *Veteran’s Statement of Responsibility* (Blue Sheet) to the RCCD Veterans Services office. This “Blue Sheet” is required in order for enrollment certification to be submitted to the VA; the process may take 2-3 weeks. This form must be submitted to the college every term in order to request benefits and to avoid being dropped for non-payment.

Veterans are eligible for priority registration for four years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Veterans’ Services or Admissions office. Staff there will tell eligible veterans their priority registration dates.

Veterans’ assistance is available in Administration Building, room 124. Contact the RCC Veterans’ Office at (951) 222-8607, veterans@rcc.edu, or www.rcc.edu for more information.

WORKFORCE PREPARATION

Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care to prepare for academic achievement, employment, and attaining self-sufficiency. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, College Connection, Completion Counts, Title V - Pathways to Excellence, and the Independent Living Program (ILP@RCC). The following programs outlined are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

CalWORKs Program

Workforce Preparation offers the CalWORKs Program funded through the Chancellor’s Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a five-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 6,300 students have received support services through the CalWORKs Program with new CalWORKs students enrolling each week.

Services available include:

- Career and academic counseling
- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Job placement
- Skill-building courses

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:

- Childcare

- Transportation
- Textbooks and materials
- Parking permits

For more information call (951) 222-8648.

College Connection

The Riverside City College-Riverside Office of Education Foster Youth Services College Connection program is designed to provide individualized educational and transitional support services to foster, neglected and at risk youths who attend RCOE's community schools, detention facilities and foster group homes throughout Riverside County. College Connection engages youth ages 16-21 and identifies appropriate pathways for students to obtain their High School diploma, GED, or Certificate of Completion by the age of 19. College Connection also provides appropriate post-secondary transition plans that include academic resources, linkage to Community Colleges, career mapping with identified Career and Technical training, and job placement. The Program also offers periodic follow-up to ensure the student's success in obtaining outlined objectives. For more information concerning College Connection, please contact the program Student Resource Specialist at (951) 328-3532.

Completion Counts

Riverside City College (RCC), the City of Riverside, Alford Unified School District (AUSD), Riverside Unified School District (RUSD) and the Greater Riverside Chambers of Commerce (GRCC) are partners in a concerted effort to improve college going and college completion rates. Funded by the Bill and Melinda Gates Foundation this partnership is committed to building a college-minded culture and creating systemic change to improve college-readiness, college going rates, degrees and certificates with value in the market place and employment outcomes for ages 16-26. Additionally, the goal is to raise the number of college graduates in Riverside.

Graduating seniors from AUSD or RUSD high schools have an opportunity to "opt-in" to the 2 Year Guarantee Contract offered by RCC. In order to be eligible, students must place into English 50 (or higher) and Math 35 (or higher), complete a Free Application for Federal Student Aid (FAFSA), enroll in 15.0 units each semester, maintain a 2.0 GPA and take English and math their first semester at RCC. Students will meet with a counselor each semester. Students unable to complete the FAFSA may speak with the Welcome Center to find an alternative way to fulfill that requirement. PLEASE NOTE: Various deadlines will be in place to ensure students have completed all of the necessary steps so they can take advantage of the early registration this program offers

Additionally, students can find helpful information on the www.College311.org website. This is a free website designed to help students and families navigate their way through the K12 system as well as college.

New or returning students can get assistance with the steps to enrolling at RCC at the Completion Counts' Welcome Center. Types of services include assistance with: RCC application, WebAdvisor, RCC email, financial aid questions and career information. For more information please contact the Welcome Center at 951-222-8574.

Foster/Kinship Care Education (FKCE) Program

The Foster and Kinship Care Education Program (FKCE) provides the continuing training/ education hours that foster parents are mandated to receive each year, in order to retain their license with the County

of Riverside. Family caregivers are not required to attend training, but are strongly encouraged to do so. RCC provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self esteem, etc. Classes are open to others who care for children including childcare providers, teachers, and social workers, and are provided free of charge. Workshops are held at off-campus locations throughout Riverside County. For more information call (951) 222-8198.

Gateway to College Early College High School

Located at Riverside City College, Gateway to College Early College High School is a California public charter school that serves at-risk youth, 16 to 20 years old, who have dropped out or are near dropping out of high school. The school program gives students the opportunity to earn a high school diploma while earning college credits and achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward college transfer, an associate degree, and/or occupational certificate.

Gateway to College students learn how to succeed in an educational setting, under the guidance of a caring team of instructors and student support specialists with experience and interest in at-risk youth. In their first term, students take foundational courses as part of a learning community. This experience builds their academic and personal skills, preparing them for college courses with the general student population. During the Foundation term, students take reading, writing, and math, plus a college survival and success class where students learn how to take effective notes, study for tests, and juggle school, work, and family life. After completing the Foundation term, students take a career development class to help them focus their academic goals and select a major. They also begin taking classes on the comprehensive campus. For more information please call (951) 222-8934.

Independent Living Program

The Workforce Preparation Department's Independent Living Program (ILP) is a partnership between Riverside City College and Riverside County Department of Public Social Service. The Independent Living Program provides training, advocacy, mentoring and support services to assist foster youth, age 16-21, in developing pathways to success in areas including education, employment & career development, health & safety, and housing. Our primary mission is to assist current and former foster youth transition from full support to independence. Utilizing an individualized approach with training workshops and linkage to community resources youths are provided with a wide range of services designed to provide youth with the tools to be successful. For more information, call (951) 222-8648.

Skills Classes

The Skills Classes are open to all students. Workforce Preparation offers open-entry Skills Classes to students in reading, writing, math and computer applications technologies, to enhance success in the workplace and in further college courses. The skills classes are presented in a student paced, instructor-led format with multiple entry dates every week throughout most of the semester. Depending upon the class, there are multiple course offerings per day. Instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. The Skills Classes are offered only at Riverside City College. For more information, please see the schedule of classes or call (951) 222-8648.

Title V Pathways to Excellence

RCC's Title V-funded Pathways to Excellence is a five-year initiative designed to 1) Engage RCC Students, 2) Engage RCC Faculty, and 3) Provide Physical and Virtual Engagement Centers where RCC students, faculty and staff can work together to achieve success. Enrolled Pathways to Excellence students will explore their skills, interests, and abilities; then, match these to career pathways in Business/Career-Technical, STEM, and Liberal Arts/Humanities. Pathways students will have access to intensive academic planning and student support services. Pathways faculty and staff actively participate in specialized professional development and strategies to support college students who may be the first in their family to attend college and would like further assistance in navigating the college completion process. Going to college, let alone successfully completing a college certificate or degree, is a challenge. The goal of the Pathways to Excellence program at RCC is to develop a streamlined college completion process and structure of student support that will enable students to narrow their focus, define their goals and achieve those goals. For more information about Pathways to Excellence, please contact the Project Director at 951-222-8214.

ACADEMIC SUCCESS GUIDE

Academic Counseling (951-222-8440 / Cesar Chavez Building)

Counseling provides guidance for entering students, general academic counseling and education plans as they work toward completion of a certificate, degree, or transfer plan.

CAP Program (951-328-3820 / QD 15)

The Community for Academic Progress (CAP) Program allows students to enroll in a "learning community" which includes group/paired courses that share common themes, activities, and assignments, resulting in a rewarding academic experience.

Center for Communication Excellence (CCE) (951-222-4181 / AD 125)

The CCE offers support and faculty tutoring, in the area of communication concepts and skills such as oral, written, interpersonal and group projects for all RCC students.

Computer Skills (951-222-4133 / MLK, 2nd Floor)

The Computer Skills lab offers support for Information processing and knowledge of basic computer applications to all RCC students. In addition, students can complete required lab hours for CIS, CAT, BUS, ACC courses.

English as a Second Language (ESL) Lab (951-222-8632 / MLK, 1st Floor)

The ESL Lab offers support and faculty tutoring in listening, speaking, writing, and reading for all RCC students who need to improve their English language skills or are second language learners.

Honors Program (951-222-8562 / QD 207)

The Honors program offers a dynamic and enriched learning community for highly-motivated RCC students looking to transfer to four-year institutions.

HOME Room/Ujima (951-222-8130 / AD 126)

The HOME Room is an engagement center focused on helping students become scholars, understand the African-American experience, and get involved in on-campus and community activities to implement and inspire civic change.

Library/Research Workshops (951-222-8652 / 2nd Floor– Reference Desk)

The library provides research skills training and assistance including accessing scholarly information online and in print, and/or citing sources.

Math Learning Center (951-222-8000 ext. 4100 / MLK, 3rd Floor)

The MLC offers support and faculty tutoring in the area of mathematics and computation skills.

Puente Program (951-222-8459 / Cesar Chavez Building, Office 116)

The Puente Program is a learning community incorporating Chicano/Latino literature and personal development courses in a one-year program. The goal of the program is transfer to a four-year university or college and successful completion of a Bachelor's Degree program.

Science Technology Engineering Mathematics (STEM) Program (951-222-8542 / MLK 222)

The STEM center provides access to faculty, discussion and study space for STEM students.

Student Email/WebAdvisor Assistance (951-222-8574 / LVKN D6)

The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration and WebAdvisor.

Tutorial Services (951-222-8169 / DL 112)

Tutorial Services offers free one-to-one and small group tutoring sessions to assist students in achieving academic success through the use or peer tutors.

Veterans Resource Center (951-222-8607 / AD 124)

The Veterans Center provides assistance to Veterans seeking educational benefits and resources.

Writing and Reading Center (951-222-8632 / MLK, 1st Floor)

The WRC provides faculty and tutorial support for students completing required lab hours for ENG, ESL, and REA courses. Students enrolled in content-area courses can receive support from the lab through enrollment in supervised tutoring and WRC clinic courses.





Section III
GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the district to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

GENERAL EDUCATION

Goal: General education is available at all three colleges (Riverside City, Moreno Valley and Norco) of the Riverside Community College District. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

Objective: Specifically, the colleges offer to all of its students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Every student who graduates from the three colleges of RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 22-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all students should be able to . . .

Critical Thinking

- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one's own and others' assumptions, biases, and their consequences

Information Skills

- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills

- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge

- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them
- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge

- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness

- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints

The General Education Student Learning Outcomes were approved by the Board of Trustees on December 12, 2006.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a Certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution should consult a counselor to determine the specific courses required for admission to their four-year institution of choice.

Students may earn an A.A. / A.S. degree with an emphasis in one of the nine areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor's degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

The governing board of Riverside Community College District shall confer the degree of associate in one of the eight areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

I. RESIDENCE REQUIREMENT

In order to receive an A.A. / A.S. degree from Riverside Community College District, a student must complete 15 units in residence at one of the colleges within the Riverside Community College District.

II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at www.collegesource.org. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the A.A. / A.S. Degree. Honors for graduation will be calculated in the same manner.

III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

IV. UNIT REQUIREMENT

The associate degree requires a minimum of 60 units of college work, of which 18 semester units are in one of the nine areas of emphasis listed below. Students must also complete a minimum of 22 semester units (see section VI. General Education Requirements) in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units). While students wishing to transfer to a four-year university can fulfill the transfer requirements by completing a certificate of achievement in California State University General Education (CSUGE) or in Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

ASSOCIATE IN ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management;

4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (9 units, selected from the following):

Accounting (ACC): 1A
 Business Administration (BUS): 10, **18A
 Computer Information Systems (CIS): 1A
 Economics (ECO): 7, 7H, 8
 Political Science (POL): 8

Elective Courses (9 additional units, selected from the following):

Accounting (ACC): 1A, 1B, 38
 Business Administration (BUS): 10, **18A, **18B, 20, 22
 Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5
 Computer Applications and Office Technology (CAT): 3, 31
 Economics (ECO): 4, 6, 7, 7H, 8
 Library (LIB): 1
 Management (MAG): 44
 Marketing (MKT): 20
 Political Science (POL): 6, 8

A course may only be counted once.

****Credit limitation:** UC will accept a maximum of one course for transfer.

AMERICAN STUDIES

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology 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:

Students possessing an associate degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:

1. Critically analyze the history, culture, politics and society of the United States.
2. Interpret American history, culture, politics and society orally and in written form.
3. Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4. Describe and analyze of the diversity of the American people as a society of immigrants developing national traditions and culture.

The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

Take One of These Two-Semester Sequences (6 Units):

English (ENG) 14 and 15

History (HIS) 6/6H and 7/7H, 11 and 12, 14 and 15, 28 and 29, 30 and 31

Elective courses: (12 additional units, selected from the following):

American Sign Language (AML) 22

English (ENG) 14, 15, 18, 20, 25, 47

Film, Television and Video (FTV) 12

History (HIS) 6/6H, 7/7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34

Humanities (HUM) 9, 11, 16

Military Science (MIL) 1, 2

Music (MUS) 25, 26, 89

Philosophy (PHI) 19

Political Science (POL) 1/1H, 5, 12, 13

Sociology (SOC) 2, 3, 15, 22

A course may only be counted once in the major area. Courses may be double counted for GE/IGETC/CSUGE

COMMUNICATION, MEDIA, AND LANGUAGES

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 23, 25, 26, 30, 35, 38, 39, 40, 41, 44, 45, 48, 49

Film, Television and Video (FTV): 12, 44, 45, 65

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

Russian (RUS): 1, 2, 3, 11

Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53

FINE AND APPLIED ARTS

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

PROGRAM LEARNING OUTCOMES:

Students possessing an Associate in Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.

4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

The student must complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, 30, 64, 67, 68, 70, 71, 72, 74, 76, 77A, 77B, 80, 88, 89, 200
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19
 Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60
 English (ENG): 11, 12, 13, 17, 38, 39, 49
 Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72
 Music (MUS): 3, 4, 8A, 8B, 19, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 61, 65, 77, 89, 92, 93, P12, P36, P44
 Photography (PHO): 8, 9, 10, 17, 20, 200
 Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

HUMANITIES, PHILOSOPHY, AND ARTS

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8
 Architecture (ARE): 36
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19
 Dance (DAN): 3, 6
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48
 Film, Television and Video (FTV): 12, 65
 History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35
 Library (LIB): 1
 Music (MUS): 19, 20, 21, 22, 25, 26, 89
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35
 Political Science (POL): 11
 Theatre (THE): 3, 29
 World Language, including:
 Arabic (ARA): 1, 2, 3, 8, 11
 American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22
 Chinese (CHI): 1, 2, 11
 French (FRE): 1, 2, 3, 4, 8, 11
 German (GER): 1, 2, 3, 11
 Greek (GRK): 1, 2
 Italian (ITA): 1, 2, 3, 11
 Japanese (JPN): 1, 2, 3, 4, 11
 Korean (KOR): 1, 2, 11
 Latin (LAT): 1, 2
 Portuguese(POR): 1, 2
 Russian (RUS): 1, 2, 3, 11
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, *51, *52, *53

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67
 English (ENG): 11, 12, 17, 38
 Music (MUS): 38, 39, P12
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

KINESIOLOGY, HEALTH AND WELLNESS

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making

positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

PROGRAM LEARNING OUTCOMES:

Upon completion of this emphasis area, the student will be able to:

1. Demonstrate understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Recognize and understand the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

The student must 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 (GUD): 45, 46, 47, 48

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Kinesiology/activity courses (KIN): A03, A04, A05, A07, A09, A11, A12, A13, A15, A16, A17, A20, A21, A28, A29, A30, A31, A33, A34, A36, A40, A41, A43, A44, A46, A47, A50, A51, A52, A53, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A70, A74, A75, A77, A78, A80, A81, A82, A83, A85, A86, A87, A88, A89, A90, A92, A94, A95

Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25

A course may only be counted once except for KIN activity or varsity courses.

SOCIAL AND BEHAVIORAL STUDIES

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social

and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

PROGRAM LEARNING OUTCOMES:

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

The student must complete 18 units of study across a minimum of 3 disciplines listed below with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13

Early Childhood Education (EAR): 19, 20, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8

Geography (GEG): 2, 3, 4, 6

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7, ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14

Psychology (PSY): 1, 9, 33, 35

Sociology (SOC): 1, 2, 3, 10, 12, 15, 20, 22, 45

ASSOCIATE IN SCIENCE

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate in Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more 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 66-100 of the catalog. Student must complete with "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

MATH AND SCIENCE

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypothesis.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

The student must complete 18 units of study with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (Take one course in each of the 3 categories, including one course with a lab):

Mathematics (MAT): 1A, 4, 5, 10, 11, 12, 12H, 25

Physical Sciences: Astronomy (AST) 1A, Chemistry (CHE) 1A, 1AH, 2A, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A

Life Sciences: Anatomy (AMY) 2A, Biology (BIO) 1, 2A, 5, 7, 8, 9, 11, 34, 36, Microbiology (MIC) 1

Elective Courses (The remaining units may be taken from any of the following courses):

Anatomy and Physiology (AMY): 2A, 2B, 10

Anthropology (ANT): 1

Astronomy (AST): 1A, 1B

Biology (BIO): 1, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 30, 34, 36

Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17

Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35

Geography (GEG): 1, 1L, 1H, 5

Geology (GEO): 1, 1L, 1B, 3

Health Science (HES): 1

Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36.

Microbiology (MIC): 1

Oceanography (OCE): 1, 1L

Physical Science (PHS): 1, 5, 17

Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11

Psychology (PSY): 2

A course may only be counted once.

DEGREE CHANGE ALERT!

The math and English competency requirements for the associate degree will be changing beginning in fall 2009. All new students and all other students who are returning after a break in their continuous enrollment will be required to get a “C” or better in English 1A and Math 35 to complete the associate degree. Students who maintain continuous enrollment as defined in “Catalog Rights” will be able to fulfill this requirement by completing the previous requirements of Eng 50 and Math 52.

V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee) or by the successful completion of a Riverside Community College District mathematics course with a “C” or higher, selected from Math 1-36 (excluding MAT-32), or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
 1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading;
OR
 2. completion of Reading 83 with a “C” or higher;
OR
 3. a minimum grade of “C” in each general education course;
OR
 4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
 5. Students who have completed an associate’s or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a “C” grade or better.

VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill

general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Communication Studies 51; English 85; English as a Second Language 65; Nursing (Continuing Education) 52A, 52B, 52C, 62A, 62B, 62C, 81; Registered Nursing 11A, 11B, 11C, 12A, 12B, 12C.

A. NATURAL SCIENCES (3 UNITS)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 or 22.

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)
History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
or
Political Science 1 or 1H, 5
AND
2. Social and Behavioral Sciences (3 units)
Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except geography 1 and 5), history (except as listed in "1" above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. HUMANITIES (3 UNITS)

Any course for which the student is eligible in American Sign Language 1, Architecture 36, art, Communication Studies 7, Dance 3, 4, 5, 6, 7, 8, 9, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

D. LANGUAGE AND RATIONALITY (10 UNITS)

1. English composition (4 units).
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of "C" or better.
2. Communication and analytical thinking (6-8 units)
Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:
Communication Studies 1, 1H, or 9, 9H
Computer Information Systems 1A through 30
English 1B or 1BH
Mathematics 1-36
Philosophy 11, Philosophy/Math 32

VII. ADDITIONAL DEGREE REQUIREMENTS

- A. Health Education (3 units)
Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.

B. Self Development (2 or 3 units)

1. Physical Education (two activities courses)

Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.

| | |
|--------|---|
| KIN-6 | Physical Education for Pre-School and Elementary Children |
| KIN-29 | Soccer Theory and Practice |
| KIN-42 | Lifeguarding/Title 22 First Aid/Water Safety Instructor |
| KIN-47 | Hiking and Backpacking |
| DAN-3 | World Dance Survey |
| DAN-5 | Movement Education for Pre-School and Elementary Children |
| MUS-45 | Marching Band Woodwind Methods |
| MUS-46 | Marching Band Brass Methods |
| MUS-47 | Marching Band Percussion Methods |
| MUS-48 | Marching Band |
| MUS-59 | Winter Marching Band Clinic |
| MUS-60 | Summer Marching Band Clinic |
| MUS-61 | Auxiliary Marching Units |
| OR | |

2. Fitness and Wellness (3 units)

| | |
|--------|--------------------------------------|
| KIN-4 | Nutrition |
| KIN-30 | First Aid and CPR |
| KIN-35 | Foundations for Fitness and Wellness |
| KIN-36 | Wellness: Lifestyle Choices |

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, the EMS Program, or the Physician Assistant program.

VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Students must complete a minimum of fifty (50) percent of the required units in any certificate pattern at Riverside Community College District with a grade of "C" or better.

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

Students may apply for degrees and certificates during the following application periods:

Summer – First day of summer term through July 15 to apply for summer 2012, fall 2012, winter 2013, spring 2013

Fall – First day of fall term through October 15 to apply for fall 2012, winter 2013, spring 2013

Winter – First day of winter term through February 1 to apply for winter 2013, spring 2013

Spring – First day of spring term through April 1 to apply for spring 2013

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1st. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

X. SECOND DEGREES

A student may earn more than one degree (AA/AS) from Riverside City 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.

XI. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ summer 12 through spring 13. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the college, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections V 76033, 76120) for disciplinary action. See Board Policy 5500 for details.

GRADING SYSTEM

Grades

Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used:

“A”, excellent; “B”, good; “C”, satisfactory; “D”, passing, less than satisfactory; “F”, failing; “FW”, failing due to cessation of participation in a course after the last day to officially withdraw from a course; “I”, incomplete; “IP”, in progress; “RD”, report delayed; “P”, pass; “NP”, no pass; “W”, formal withdrawal from the college or a course; “MW” (military withdrawal).

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. “Ws incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to “MW”s.

Students should refer to WebAdvisor for withdrawal deadlines.

An “I” is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the “I” shall be stated by the instructor in a written contract submitted online on WebAdvisor. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

Grade Points

On the basis of scholarship grades, grade points are awarded as follows: “A”, 4 points per units of credit; “B”, 3 points per unit of credit; “C”, 2 points per unit of credit; “D”, 1 point per unit of credit; “F” or “FW”, no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: “I”, “W”, “NP”, “P”, “IP”, “RD”, or “MW”.

Grade Changes

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three colleges.

Extenuating Circumstances Petition

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure

in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 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, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20% of a shorter-than-semester term.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which "NP" is recorded are considered in probation and dismissal procedures.

Final Examinations-Final Grades

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on WebAdvisor immediately after they are submitted by the instructor.

Advanced Placement

Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of three, four or five in specified subject areas. Advanced Placement credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own college policies. For further information, see a counselor for specific subject credit areas available.

Advanced Placement (AP) and International Baccalaureate (IB) Credit

Students who have successfully completed exams in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A .3, see page 53 in the catalog.) Official Placement Scores should be sent to the Admissions and Records Office for official evaluation.

Course credit and units granted at Riverside City, Norco and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution.

Please see a counselor to review the applicability of AP and IB credit to different academic requirements.

The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time.

| IB Exam | IGETC Area | CSU-GE Area |
|---|------------------|-------------|
| IB Biology | 5B (without lab) | B2 |
| IB Chemistry HL | 5A (without lab) | B1 |
| IB Economics HL | 4B | D2 |
| IB Geography HL | 4E | D5 |
| IB History (any region) HL | 3B or 4F | C2 or D6 |
| IB Language A1 (any language except English) HL | 3B and 6A | C2 |
| IB Language A2 (any language except English) HL | 3B and 6A | C2 |
| IB Language A1 (any language) HL | 3B | C2 |
| IB Language A2 (any language) HL | 3B | C2 |
| IB Language B (any language) HL | 6A | n/a |
| IB Mathematics HL | 2A | B4 |
| IB Physics HL | 5A (without lab) | B1 |
| IB Psychology HL | 4I | D9 |
| IB Theater HL | 3A | C1 |

| AP Exam | GE Area | IGETC Area | CSU-GE AREA |
|-----------------------------------|----------------------------|--------------------|------------------|
| Art History | Humanities | 3A or 3B | C1 or C2 |
| Biology | Natural Sciences | 5B and 5C | B2+B3 |
| Calculus AB | Language and Rationality | 2A | B4 |
| Calculus BC | Language and Rationality | 2A | B4 |
| Chemistry | Natural Sciences | 5A and 5C | B1+B3 |
| Chinese Language & Culture | Humanities | 3B and 6A | C2 |
| Macroeconomics | Social/Behavioral Sciences | 4B | D2 |
| Microeconomics | Social/Behavioral Sciences | 4B | D2 |
| English Language | Language and Rationality | 1A | A2 |
| English Literature | Language and Rationality | 1A or 3B | A2+C2 |
| Environmental Science | Natural Sciences | 5A and 5C | B1+B3 |
| European History | Social/Behavioral Sciences | 3B or 4F | C2 or D6 |
| French Language | Humanities | 3B and 6A | C2 |
| French Literature | None | 3B and 6A | C2 |
| German Language | Humanities | 3B and 6A | C2 |
| Comparative Government & Politics | Social/Behavioral Sciences | 4H | D8 |
| U.S. Government and Politics | Social/Behavioral Sciences | 4H and US 2 | D8+US-2 |
| Human Geography | Social/Behavioral Sciences | 4E | D5 |
| Italian Language and Culture | Humanities | 3B and 6A | C2 |
| Japanese Language and Culture | Humanities | 3B and 6A | C2 |
| Latin Literature | None | 3B and 6A | C2 |
| Latin: Vergil | None | 3B and 6A | C2 |
| Physics B | Natural Sciences | 5A and 5C | B1+B3 |
| Physics C mechanics | Natural Sciences | 5A and 5C | B1+B3 |
| Physics C electricity/magnetism | Natural Sciences | 5A and 5C | B1+B3 |
| Psychology | None | 4I | D9 |
| Spanish Language | Humanities | 3B and 6A | C2 |
| Spanish Literature | None | 3B and 6A | C2 |
| Statistics | Language and Rationality | 2A | B4 |
| U.S. History | Social/Behavioral Sciences | (3B or 4F) US-1 | (C2 or D6)+ US-1 |
| World History | Social/Behavioral Sciences | 3B and 4F | C2 or D6 |

CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 ("C"). The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions with consultation and review by the Office of Educational Services.

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco colleges and pay enrollment fees including out of state and/or out of country tuition where applicable.

A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

After the discipline faculty has determined the student's evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.

Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans' Administration Benefits or eligibility purposes.

The student's academic record will be clearly annotated to reflect that credit was earned by examination.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student's RCCD transcript. CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

RCCD GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

Students may earn credit for College-Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU-GE and RCCD general education (GE). UC **does not award units for CLEP credit.** Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. **Course credit and units granted at Riverside City College may differ from course credit and units granted by another college or transfer institution.**





| CLEP EXAM | GE RCCD | Credit (Units) Granted | Minimum CLEP SCORE | Semester Credits Toward CSU-GE Breadth Certification | CSU American Institutions and/or GE Breadth Area |
|---|---|------------------------------|--------------------------|---|--|
| American Government | Political Science 1 | 3 | 50 | 3 | D8 |
| American Literature | English Literature Elective | 3 | 50 | 3 | C2 |
| Biology | Biology 10 (no lab) | 3 | 50 | 3 | B2 |
| Calculus | Math 1A | 4 | 50 | 3 | B4 |
| Chemistry | Chemistry 10 (no lab) | 3 | 50 | 3 | B1 |
| College Algebra | Math 11 | 4 | 50 | 3 | B4 |
| College Composition | English 1A and Elective | 4 + 4 | 50 | 0 | N/A |
| College Composition Modular | None | 0 | 50 | 0 | N/A |
| College Mathematics | Math 25 and Elective | 3 + 3 | 50 | 0 | N/A |
| English Literature | English Literature Elective | 3 | 50 | 3 | C2 |
| Financial Accounting | None | 0 | 50 | 0 | N/A |
| French Language Level I | French 1 and French 2 | 5 + 5 | 50 | 0 | N/A |
| French Language Level II | French 1, French 2, French 3 and French 4 | 5+5+5+5 | 59 | 3 | C2 |
| German Language Level I | German 1 and German 2 | 5 + 5 | 50 | 0 | N/A |
| German Language Level II | German 1, German 2, and German 3 | 5+5+5 | 60 | 3 | C2 |
| History of the United States I: Early Colonization to 1877 | History 6 | 3 | 50 | 3 | D6 + US-1 |
| History of the United States II: 1865 to the Present | History 7 | 3 | 50 | 3 | D6 + US-1 |
| Human Growth and Development | None | 0 | 50 | 3 | E |
| Information Systems and Computer Applications | CIS 1A | 3 | 50 | 0 | N/A |
| Introduction to Educational Psychology | None | 3 | 50 | 0 | N/A |
| Introductory Business Law | Business Elective | 3 | 50 | 0 | N/A |
| Introductory Psychology | None | 0 | 50 | 3 | D9 |
| Introductory Sociology | Sociology 1 | 3 | 50 | 3 | D0 |
| Natural Sciences | Life Science and Physical Science Elective | 3 + 3 | 50 | 3 | B1 or B2 |
| Precalculus | None | 0 | 50 | 3 | B4 |
| Principles of Macroeconomics | Economics 7 | 3 | 50 | 3 | D2 |
| Principles of Management | Management 44 | 3 | 50 | 0 | N/A |
| Principles of Marketing | Marketing 20 | 3 | 50 | 0 | N/A |
| Principles of Microeconomics | Economics 8 | 3 | 50 | 3 | D2 |
| Social Sciences and History | Social Sciences and History (does not meet American History and Institutions requirements) | 3 + 3 | 50 | 0 | N/A |
| Spanish Language I | Spanish 1 and Spanish 2 | 5 + 5 | 50 | 0 | N/A |
| Spanish Language II | Spanish 1, Spanish 2, Spanish 3 and Spanish 4 | 5+5+5+5 | 63 | 3 | C2 |
| Western Civilization I: Ancient Near East to 1648 | History 4 | 3 | 50 | 3 | C2 or D6 |
| Western Civilization II: 1648 to the Present | History 5 | 3 | 50 | 3 | D6 |

**Military Credit**

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, Correspondence courses, Internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.





Section IV

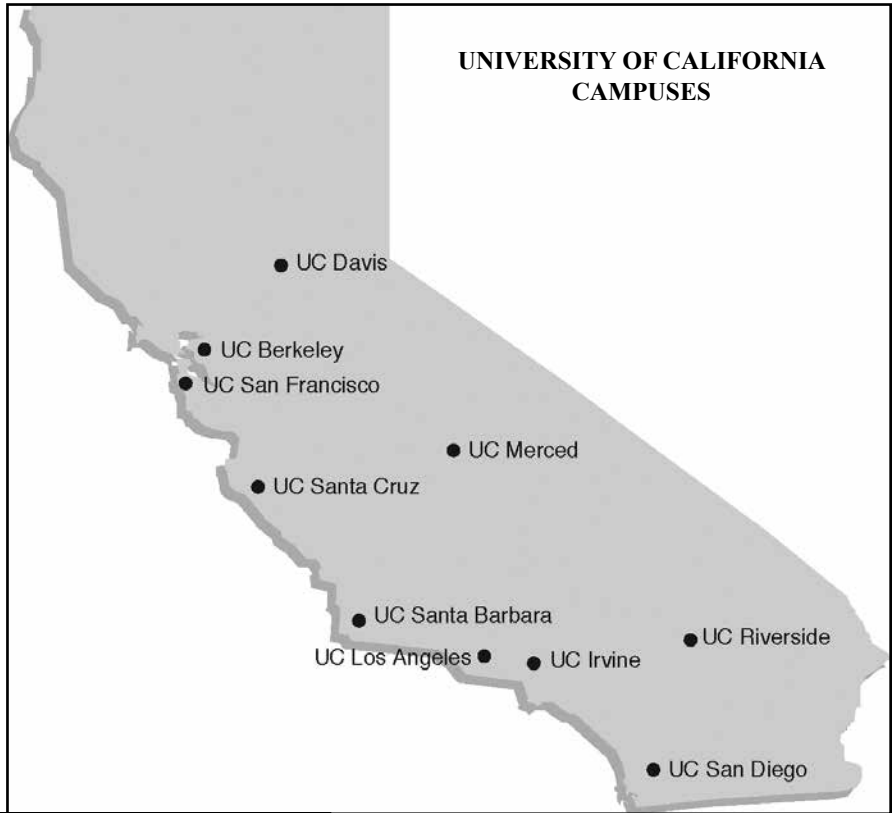
**REQUIREMENTS FOR
COLLEGE TRANSFER**

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)

UC Website: www.ucop.edu/pathways

- UC, Berkeley
- UC, Davis
- UC, Irvine
- UC, Los Angeles
- UC, Merced
- UC, Riverside
- UC, San Diego
- UC, San Francisco
- UC, Santa Barbara
- UC, Santa Cruz



CALIFORNIA STATE UNIVERSITY CAMPUSES



California State University (CSU)

CSU Website: www.csu.mentor.edu

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Dominguez Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- 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

Riverside City 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. 9 of these units are upper-division (junior/senior level) and are to be taken at the CSU campus after transfer. Riverside City College can certify 39 or 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 Riverside City College articulation officer. Coursework completed at foreign institutions may not be used for CSU GE certification.

UNIVERSITY OF CALIFORNIA (UC)

UC Minimum Admission Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 UC-transferable semester units or 90 transferable quarter units.

2. Obtain a minimum 2.4 GPA (2.8 for California non-residents). At many UC campuses, admission is competitive and the required GPA can be significantly higher.
3. Complete the following course pattern with a grade of “C” or better in each course:
 - Complete two transferable college courses in English Composition (3 semester units or 4-5 quarter units each).
 - Complete one transferable course in mathematical concepts and quantitative reasoning (3 semester or 4-5 quarter units).
 - Complete four transferable college courses (3 semester or 4-5 quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

The majority of UC campuses give high priority to students who have completed major preparation courses.

Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern prior to transfer to the UC system will satisfy the transfer eligibility coursework listed in item 3 above.

IGETC CERTIFICATION

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) System without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Courses used for IGETC certification must be completed with grades of “C” or better and must be a minimum of 3 semester or 4-5 quarter units. **Grades of C- are not acceptable.** A course cannot be certified unless it was on the IGETC list during the year when it was taken. Students beginning in Fall 2012 must follow the 2012-2013 IGETC requirements. Advanced Placement (AP) test credit and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some IGETC requirements. Coursework must be evaluated through the office of evaluations or by the Riverside City 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 Riverside City College admissions and records department or through their WebAdvisor account. Partial IGETC certification is completed by the college's articulation officer.

MAJOR PREPARATION COURSES FOR TRANSFER

For each major at a four-year institution, there are lower-division (freshman and sophomore level) major preparation requirements. Students should complete as many lower-division major courses as possible prior to transfer. Each four-year university has its own programs and major requirements. It is recommended that students see a counselor, on a regular basis, to determine the courses needed to transfer to CSU, UC or a private university.

ASSIST

Major preparation courses for CSU and UC campuses can be found on ASSIST (www.assist.org). ASSIST is an online student-transfer information system that shows how course credits earned at a California Community College can be applied when transferred to a CSU or UC campus.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change or courses deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if Riverside City 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 Riverside City College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private 4-year institutions in California. Their website can be accessed at www.aiccu.org.



Associate Degree
for Transfer™

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Riverside City 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 Riverside City College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

COMMUNICATION STUDIES

AA588 (IGETC)
AA587 (CSUGE)

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

| Required Courses (18-19 units) | | Units |
|--------------------------------|-----------------------------|-------|
| COM-1/1H | Public Speaking | 3 |
| COM-9/9H | Interpersonal Communication | 3 |
| Electives | from Group A | 3 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3-4 |



| Electives Group A (3 units) | | Units |
|-----------------------------|---------------------------------------|-------|
| COM-2 | Persuasion in Rhetorical Perspective | 3 |
| COM-3 | Argumentation and Debate | 3 |
| COM-6 | Dynamics of Small Group Communication | 3 |

| Electives Group B (6 units) | | Units |
|---------------------------------|-----------------------------------|-------|
| Any course not taken in group A | | |
| COM-7 | Oral Interpretation of Literature | 3 |
| COM-12 | Intercultural Communication | 3 |

| Electives Group C (3-4 units) | | Units |
|--|---------------------------|-------|
| Any COM course not taken in group A or B above | | 1-3 |
| COM-5 | Parliamentary Procedure | 1 |
| COM-11 | Storytelling | 3 |
| COM-13 | Gender and Communication | 3 |
| COM-19 | Reader's Theater | 3 |
| ANT-2 | Cultural Anthropology | 3 |
| JOU-7 | Mass Communications | 3 |
| PSY-1 | General Psychology | 3 |
| SOC-1 | Introduction to Sociology | 3 |

Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 2-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

EARLY CHILDHOOD EDUCATION AS530 (IGETC) AS529 (CSUGE)

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

Program Learning Outcomes

- Upon successful completion of this program, students should be able to:
- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
 - Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
 - Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early

educational experiences.

- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

| Required Courses (25 units) | | Units |
|-----------------------------|---|-------|
| EAR-19 | Observation and Assessment In Early Childhood Education | 3 |
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-25 | Teaching in a Diverse Society | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-28 | Principles and Practices Children of Teaching Young | 3 |
| EAR-30 | Practicum in Early Childhood Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |

Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

SOCIOLOGY AA696 (IGETC) AA695 (CSUGE)

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Program Learning Outcomes

- Upon successful completion of this program, students should be able to:
- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
 - Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
 - Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
 - Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

| Required Courses: (18 units) | | Units |
|------------------------------|---|-------|
| SOC-1 | Introduction to Sociology | 3 |
| Electives | from Group A | 6 |
| Electives | from Group B | 6 |
| Electives | from Group C | 3 |
| Electives Group A (6 units) | | Units |
| SOC-2 | American Social Problems | 3 |
| MAT-12 | Statistics | 3 |
| or | | |
| MAT-12H | Honors Statistics | 3 |
| SOC-50 | Introduction to Social Research Methods | 3 |
| Electives Group B (6 units) | | Units |
| SOC-10 | Race and Ethnic Relations | 3 |
| SOC-12 | Marriage Family Relations | 3 |
| SOC-20 | Introduction to Criminology | 3 |
| Electives Group C (3 units) | | Units |
| SOC-3 | Social Inequality | 3 |
| SOC-15 | Women in American Society | 3 |
| ANT-2 | Cultural Anthropology | 3 |
| PSY-1 | General Psychology | 3 |
| PSY-8 | Introduction to Social Psychology | 3 |

Associate in Arts for Transfer Degree

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 3-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

THEATRE ARTS

AA747 (CSUGE) AA748 (IGETC)

An Associate of Arts in Theatre Arts degree for Transfer (AA-T) from Riverside City College represents the attainment of the needed proficiency that prepares students to audition or demonstrate design skills for acceptance into private, state college and university departments for careers in the field of Theater. This major is intended to align student course work with lower-division requirements for Cal State and University of California baccalaureate theater degrees. Such degrees are available at many CSU, UC, and private schools. Students completing this degree typically continue in the fields of Theater performance, design and/or theater education. The implementation of the Theater Studies Transfer Model Curriculum (TMC) will allow students to transfer to CSU with junior standing supporting the college's and district's mission and strategic goals to increase transfer rates.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

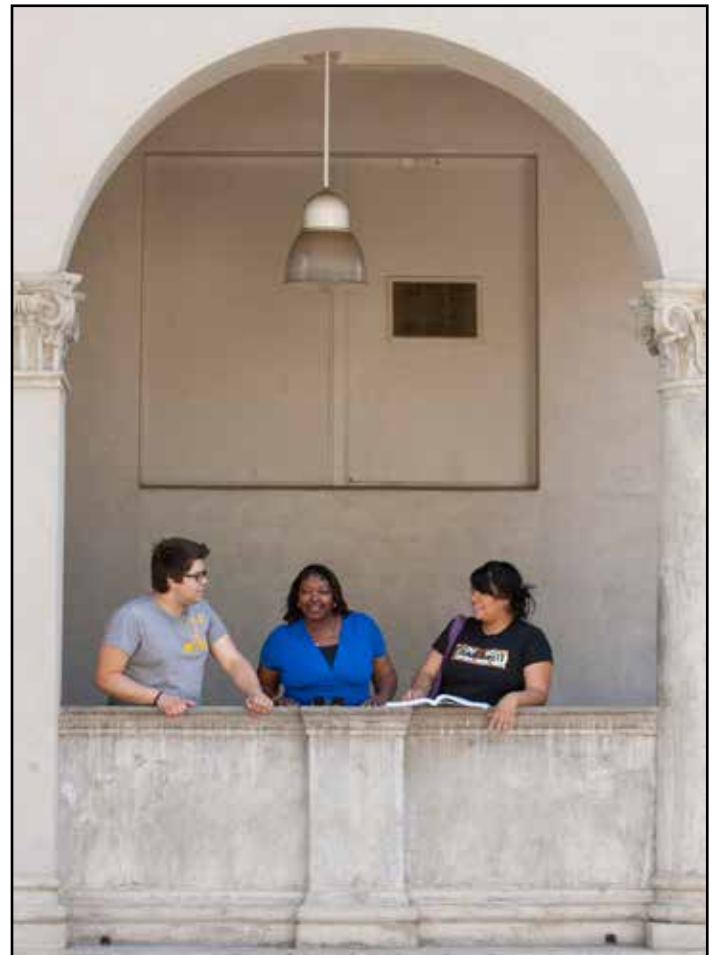
| Required Courses (18 units) | | Units |
|-----------------------------|-----------------------------|-------|
| THE-3 | Introduction to the Theatre | 3 |
| THE-32 | Theatre Games and Exercises | 3 |
| THE-5 | Theatre Practicum | 3 |
| or | | |
| THE-6 | Advanced Theatre Practicum | 3 |
| Electives | Select from the list below | 9 |

Select 9 units from the following:

| | | |
|--------|----------------------------|---|
| THE-25 | Makeup for the Stage | 3 |
| THE-33 | Creating a Role | 3 |
| THE-41 | Elementary Stagecraft | 3 |
| THE-44 | Theatrical Set Design | 3 |
| THE-46 | Theatrical Costume Design | 3 |
| THE-48 | Theatrical Lighting Design | 3 |

Associate in Arts for Transfer Degree

The Associate in Arts in Theatre Arts for Transfer degree (AA-T) will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above 18 units of major requirements and the Inter-segmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and 3-8 units of electives with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)



CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSUGE) 2012-2013

To obtain a Bachelor's degree from a CSU campus, you must complete 48 semester units of general education, none of which must be upper division units. Riverside Community College may certify a maximum of 30 units as having fulfilled the CSU lower division general education requirements. Grades of "C" or better must be earned in 30 of these 39 units. All students are strongly advised to complete all the requirements prior to transfer.

A. English Language Communication and Critical Thinking (min. 9 units) *Must be completed prior to transfer!

Select one course from each area. Grades of "C" or better are required.

| | |
|---|---|
| 1. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H | 3 |
| 2. Written Communication: English 1A or 1AH | 4 |
| 3. Critical Thinking: Communication Studies 2, 3; English 1B or 1BH; Philosophy 11; Philosophy 32/Math 32 | 3 |

B. Scientific Inquiry and Quantitative Reasoning (min. 10 units) *Math must be completed prior to transfer!

Select one course from areas 1, 2 and 4. At least one of the science courses must have a lab--- see underlined courses.

| | |
|---|-----|
| 1. Physical Science: Astronomy 1A, 1B; Chemistry <u>1A</u> or <u>1AH</u> , <u>1B</u> or <u>1BH</u> , <u>2A</u> , <u>2B</u> , 3, 10, <u>12A</u> , <u>12B</u> ; Geography 1, <u>1/1L</u> , 1H/1L, 5; Geology 1, <u>1/1L</u> , <u>1B</u> , 2, 3; Oceanography 1, <u>1/1L</u> ; Physical Science 1, 5; Physics <u>2A</u> , <u>2B</u> , <u>4A</u> , <u>4B</u> , <u>4C</u> , <u>4D</u> , 10, <u>10/11</u> | 3-4 |
| 2. Life Science: Anatomy and Physiology <u>2A</u> , <u>2B</u> , 10; Anthropology 1; Biology 1, <u>2A</u> , <u>2B</u> , 3, 5, 6, 7, 8, 9, 10, <u>11</u> , <u>12</u> , 17, 34, 36; Microbiology <u>1</u> ; Psychology 2 | 3-4 |
| 3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement. | |
| 4. Mathematics/Quantitative Reasoning (grade of 'C' or better is required): Math 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12 or 12H, 25, 36; Math/CSC 6 | 3 |

C. Arts and Humanities (min. 9 units)

Select three courses, at least one course from each area:

| | |
|---|---|
| 1. Arts: Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Communication Studies 11; Dance 6; Film Studies 1, 2, 3, 4, 5; Film, Television and Video 65; Music 6, 19, 20, 21, 22, 23, 25, 26, 89; Theater Arts 3, 29 | 9 |
| 2. Humanities: American Sign Language 1, 2, 3, 4, 5; Arabic 1, 2, 3, 8, 11; Art 4; Chinese 1, 2, 11; English 1B or 1BH, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 20, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48; Film Studies 5, 6, 7, 8; Film, Television and Video 12; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 11; Greek 1, 2; History 1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15, 19, 21, 22, 23, 25, 26, 28, 29, 30, 31, 34, 35; Humanities 3, 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 1, 2, 3, 11; Japanese 1, 2, 3, 4, 11; Korean 1, 2, 11; Latin 1, 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 15, 16, 19, 20, 21, 22, 33, 35; Portuguese 1, 2; Russian 1, 2, 3, 11; Spanish 1 or 1H, 1A, 1B, 2 or 2H, 3, 3N, 4, 8, 11, 12; | |

D. Social Sciences (min. 9 units)

Select three courses from at least two areas:

| | |
|--|---|
| 1. Anthropology and Archeology: Anthropology 2, 3, 5, 6, 7, 8, 21 | 9 |
| 2. Economics: Economics 4, 5, 7 or 7H, 8; Political Science/Economics 6 | |
| 3. Ethnic Studies: Anthropology 4; History 14, 15, 28, 29, 30, 31; Sociology 10 | |
| 4. Gender Studies: Communication Studies 13; History 34; Sociology 15; | |
| 5. Geography: Geography 2, 3, 4, 6 | |
| 6. History: History 1, 2, 4, 5, 6* or 6H*, 7* or 7H*, 8, 9, 11, 12, 19, 21, 22, 23, 25, 26, 35; Military Science 1, 2; Chemistry/Physical Science 17 | |
| 7. Interdisciplinary Social or Behavioral Science: Communication Studies 9 or 9H, 12; Early Childhood Education 20, 42; Film, Television and Video 41; | |
| 8. Political Science, Government and Legal Institutions: Political Science *1 or *1H, 2 or 2H, 3, 4 or 4H, 5, 7ABCD, 8, 10ABCD, 11, 12, 13; Political Science/Economics 6 | |
| 9. Psychology: Psychology 1, 8, 9, 33, 35 | |
| 10. Sociology and Criminology: Sociology 1, 2, 3, 12, 20, 45, 50 | |

Courses designated with an asterisk () may also be used to satisfy the U.S. History, Constitution and Government requirement.*

E. Lifelong Learning and Self-Development (min. 3 units)

Select one course from:

| | |
|---|---|
| Biology 30; Early Childhood Education 20, 42; Guidance 47; Health Science 1; Physical Education 4, 35, 36; Psychology 9, 33; Sociology 12 | 3 |
|---|---|

United States History, Constitution and Government (6 units)

Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government. History 6 or 6H or 7 or 7H may also be used to partially fulfill Area C or D. Political Science 1 or 1H may be used to partially fulfill Area D.

1. U.S. History (3 units)

History 6 or 6H or 7 or 7H or Humanities 16

2. Constitution and Government (3 units)

Political Science 1 or 1H

NOTE: Transfer students are required to complete both the general education and lower division major requirements. Make an appointment with your counselor to complete a Student Educational Plan.

Students planning to transfer to Cal Poly Pomona or Cal Poly San Luis Obispo have specific general education requirements which must be taken, based upon their major. See your counselor to ensure proper academic planning.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2012-2013

If you choose to follow IGETC, you must complete it before you transfer; otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. **Transfer students will receive IGETC certification after completing all the subject areas below for a minimum total of 34 units with a min. "C" grade or better. IGETC certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCC to complete IGETC requirements.**

See your counselor for courses required in your major. The UC System will allow IGETC courses to also count toward major requirements, CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC. Courses which can be certified as general education for transfer to the Universities of California or the California State Universities are listed below. These courses are transferable and are considered baccalaureate level.

1. English Communication (CSU 3 courses required; one from each group)

Units

(UC 2 courses required; one from group a and one from group b)

| | |
|---|-----|
| a. English Composition: English 1A or 1AH | 6-9 |
| b. Critical Thinking–English Composition: English 1B (must be taken Fall '93 or later) or 1BH | |
| c. Oral Communication: Communication Studies (formerly Speech) 1 or 1H, 6, 9 or 9H (CSU requirement only) | |

2. Mathematical Concepts And Quantitative Reasoning

| | |
|--|---|
| Math +1A, 1B, 1C, 2, 3, 4, +5, +10, +11, 12, 12H, 25 | 3 |
|--|---|

3. Arts And Humanities

(3 courses required with at least one course from the Arts and one from the Humanities.)

| | |
|--|---|
| a. Arts: Arabic 11; Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Chinese 11; Dance 6; Film Studies 1, 2, 3, 4, 5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 23, 25, 26, 89; Russian 11; Theater Arts 3, 29 | 9 |
| b. Humanities: American Sign Language *3; Arabic *2, *3, *8; Art 4; Chinese *2; Communication Studies 12; English 6, 7, 8, 9, 14, 15, 18, 20, 21, 22, 23, 25, 26, 35, 40, 41, 44, 45, 48; Film Studies 6, 7, 8; French *2, *3, *4, 8; German *2, *3; Greek *2; History 1*, 2*, 4*, 5*, 6* or 6H*, 7* or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian *2, *3; Japanese *2, *3, *4; *Korean 2; Latin *2; Military Science *1, *2; Philosophy 10 or 10H, 12, 13, 14, 19, 20, 21, 22, 33, 35; Portuguese *2; Russian *2, *3; Spanish 2 or 2H, *3, *3N, 4, 8, 11, 12; | |

4. Social And Behavioral Sciences

Choose three courses from at least two academic disciplines.

| | |
|---|---|
| Anthropology 1*, 2, 3, 4, 5, 6, 7, 8, 21; Chemistry 17; Communication Studies 12, 13 Early Childhood Education 20; Economics *4, 5, 6, 7, 7H, 8; Geography 2, 3, 4, 6; History 1*, 2*, 4*, 5*, 6* or 6H*, 7* or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Military Science *1, *2; Physical Science 17; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 11, 13; Psychology 1, 2*, 8, 9, 33, 35; Sociology 1, 2, 3, 10, 12, 15, 17, 20, 50; | 9 |
|---|---|

5. Physical And Biological Sciences

Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab---see underlined courses.

| | |
|---|---|
| a. <u>Physical Science</u> : Astronomy 1A, 1B; Chemistry <u>1A</u> or <u>1AH</u> , <u>1B</u> or <u>1BH</u> , **2A, 2B, **3, **10, <u>12A</u> , <u>12B</u> ; Geography 1, <u>1H</u> , <u>1/1L</u> , <u>1H/1L</u> , 5; Geology 1, <u>1/1L</u> , <u>1B</u> , 1H, 3; Oceanography 1, <u>1/1L</u> ; Physical Science **1, 5; Physics **2A, **2B, **4A, **4B, **4C, 4D, **10, **10/11 | 7 |
| b. <u>Biological Science</u> : Anatomy and Physiology <u>2A</u> , <u>2B</u> ; Anthropology 1*; Biology <u>1</u> , <u>2A</u> , <u>2B</u> , 3, 5, *6, 7, *8, 9, *10, <u>11</u> , <u>12</u> , <u>17</u> , 30, 34, *36; Microbiology <u>1</u> ; Psychology 2* | |
| c. <u>Laboratory</u> : Complete one underlined course | |

6. Language Other Than English (one course - UC requirement only)

| | |
|--|-----|
| a. American Sign Language 1, 2, 3, 4; Arabic 1, 2, 3; Chinese 1, 2; French 1, 2, 3, 4; German 1, 2, 3, Greek 1, 2; Italian 1, 2, 3; Japanese 1, 2, 3, 4; Korean 1, 2; Latin 1, 2; Portuguese 1, 2; Russian 1, 2, 3; Spanish 1 or 1H, 1B, 2 or 2H, 3, 3N, 4 | 0-5 |
| OR | |
| b. Proficiency equivalent to two years of high school in the same language (Level 1 foreign language courses at RCCD are equivalent to two years of high school study, completed with a "C" or better, in the same language.) | |

CSU Graduation Requirement In U.S. History, Constitution, And American Ideals

(not part of IGETC; recommend completion before transferring)

Complete one course from area a and one from area b:

- a. History 6 or 6H or 7 or 7H or Humanities 16
- b. Political Science 1 or 1H

*Course may be listed in more than one area, but shall not be certified in more than one area.

**Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.

NOTES:

1. Students should consult with Counselors to determine the most appropriate General Education patterns for their intended majors and transfer institutions.
2. To be eligible for IGETC certification a student must have completed most of the transfer units at one or more California community college(s).
3. Courses taken as preparation for a major will also satisfy the corresponding portion of the IGETC requirements.
4. Each course used to fulfill IGETC requirements must be completed with a minimum grade of "C" or better.
5. Advanced placement exams can be used to satisfy all areas of IGETC except for the critical thinking-English composition and oral communication requirements. IGETC policy is to accept a score of 3 or higher to clear one course.







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.

AUTOMOTIVE INTERNSHIP

Auto 99 is an internship designed to allow students to work in automotive dealerships in conjunction with an experienced technician. This class reinforces theories, concepts and practical applications taught in manufacturer specific automotive classes at Riverside City College.

GENERAL WORK EXPERIENCE EDUCATION

This program provides career guidance, job information, human relations, and other similar services for employed students. These jobs do not have to be related to the student's major. The job may be salaried or volunteer, but students must have a job before the beginning of the third week of class. The student earns 3 units per semester for 180-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class. Students can take two (2) semesters of general work experience for a maximum of six (6) units. Veterans wishing to earn units and VA benefits must take occupational work experience.

OCCUPATIONAL WORK EXPERIENCE EDUCATION

Work Experience is a one hour per week class which allows students to earn up to 4 units per semester for experience gained through employment or volunteer service. Enroll in a general Work Experience section and you will be placed in your choice of one of the disciplines below.

Units Determination:

General Work Experience (not related to one of the occupational disciplines listed below) is 3 units only.

Occupational Work Experience (one of the disciplines shown below) varies from 1-4 units. For every one (1) unit of work experience credit students must complete 75 hours of paid work or 60 hours of volunteer work during the college semester. No more than 20 hours per week may be applied toward this work requirement. Below is a general guide to help students enroll in the appropriate number of units of work experience.

| Hours Worked Per Week | | Students should enroll in: |
|-----------------------|-------------------|----------------------------|
| 20-40 (paid) | 15-40 (volunteer) | up to 4 units |
| 14-19 (paid) | 11-14 (volunteer) | up to 3 units |
| 9-13 (paid) | 7-10 (volunteer) | up to 2 units |
| 5-8 (paid) | 4-6 (volunteer) | 1 unit |

| | |
|---|----------------------------|
| Accounting | Early Childhood Education |
| Administration of Justice | Education |
| Air Conditioning and Refrigeration | Electronics |
| Applied Digital Media and Printing | Engineering |
| Architecture | Film, Television and Video |
| Art | Fire Technology |
| Automotive Body | Human Services |
| Automotive Technology | Journalism |
| Biotechnology | Kinesiology |
| Business Administration | Machine Shop |
| Community Interpretation | Management |
| Computer Applications and Office Technology | Manufacturing |
| Computer Information Systems | Marketing |
| Construction Technology | Medical Assisting |
| Cosmetology | Music |
| Culinary Arts | Nursing |
| Dental Hygiene | Paralegal Studies |
| Dental Technology | Photography |
| | Real Estate |
| | Theater Hygiene |
| | Welding |

HIGH SCHOOL COURSES

Foreign Languages

Two years of high school study in the same language with an earned grade of "C" or better for each course are equivalent to the first level of the same language at RCCD (for example, two years of Spanish in high school are equal to Spanish I at RCCD.)

Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found by calling the prerequisite hotline at (951) 222-8808 or on the web at <http://www.rcc.edu/services/assessment/chemistry.cfm>.

Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated and some courses require students to receive a "B" or better to qualify for credit. Students can find the most up-to-date listing of articulated courses and correlating grade requirements at RCCD's Tech Prep website, www.rcc.edu/techprep.

1. Students wishing to apply for credit by articulation should first complete a RCCD college application at <http://www.cccapply.org/apply>.
2. Once a student ID# is obtained, students may apply online for articulated credit at www.rcc.edu/techprep.

For further information or assistance, please contact the Career and Technical Education Projects office, (951) 222-8963.

ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles (CAT/ACC 55)
 Anatomy/Physiology (AMY 10)
 Architectural Design 1 (ARE 24)
 CADD Computer Aided Drafting and Design (ENE 30)
 Computer Keyboarding (CAT 53)

Drafting 2 (ENE 21)
 Web Design (ADM 74)
 Word Processing (CAT 50)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EMT (EMS 50 & EMS 51)

COLTON JOINT UNIFIED SCHOOL DISTRICT

Advanced Keyboarding/Computer Literacy (CAT 50)
 Microsoft Word (CAT/CIS 34A)

CORONA NORCO UNIFIED SCHOOL DISTRICT

Anatomy/Physiology 1A/1B (AMY 10)
 Architecture Design 1A-1B (ARE 24 & ARE 25)
 Auto 2A/2B (AUT 50)
 Business Procedures (CAT 61)
 Computer Aided Drafting 2A-2B (ENE 42)
 Design Manufacturing Technology 1A & 1B (MAN 52)
 Electronics 1A-1B (ELE 21)
 Introduction to Engineering & Architecture 1A-1B (ENE 21 & ENE 30)
 Photography 1A & 1B (PHO 8)

COLTON REDLAND YUCAIPA ROP (CRY-ROP)

American Sign Language II (AML 1)
 Automotive General Service Technician (AUT 50)
 CISCO Internetworking Level 1 (CIS 26A)
 CISCO Internetworking Level 2 (CIS 26B)
 CISCO Internetworking Level 3 (CIS 26C)
 CISCO Internetworking Level 4 (CIS 26D)
 Construction Technology (CON 60)
 Desktop Publishing & Printing (ADM 1)
 Fundamental Webpage Design (ADM 74)
 Microsoft Office (CAT/CIS 93)
 Welding Occupations (WEL 15)

CALIFORNIA SCHOOL FOR THE DEAF

Construction Technology (CON 60)

JURUPA UNIFIED SCHOOL DISTRICT

Accounting 1 (CAT/ACC 55)
 Auto 1 (AUT 50)
 Introduction to Business 1 & 2 (BUS 10)
 Photography 1 (PHO 8)
 Photography 2 (PHO 9)
 Television Broadcasting (FTV 67)
 Video Production (FTV 67)
 Web Design (ADM 74)

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Advanced Engineering Design w/Solidworks (ENE 42)
 Manufacturing & Materials Engineering 1 (WEL 34)
 Manufacturing & Materials Engineering 2 (WEL 35)

MORENO VALLEY UNIFIED SCHOOL DISTRICT

Advanced Engineering Drawing (ENE 31)
 Accounting 1 (CAT/ACC 55)
 Anatomy and Physiology (AMY 10)
 Architecture Design (ARE 24)
 Automotive Technology I & II (AUT 50)
 Digital Electronics (ELE 25)
 Engineering Drawing 1 & 2 (ENE 21)
 Medical Science/Health Careers 1&2 or Preparing to work in

Healthcare Level 1&2 (HET 79)
 Photography 101 (PHO 8 & PHO 9)
 Principles of Engineering (ENE 10 & ENE 60)
 Web Design (ADM 74)

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Automotive Technology (AUT 50)
 Drafting 1 (ENE 21)

NUVIEW UNION SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)
 Computer 1 (CAT/CIS 93)
 Photography (PHO 20)

RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP

Allied Health Occupations (HET 79)
 Auto Collision & Refinishing (AUB 50)
 Automotive Technology (AUT 50)
 CIS Microsoft Office Tools I (CAT/CIS 34A)
 CIS Microsoft Office Tools II (CAT/CIS 98A)
 Construction Technology (CON 60)
 Digital Imaging (ADM 71)
 Digital Photography I (PHO 20)
 Emergency Medical Tech (EMS 50 & 51)
 Graphics Technology (ADM 1)
 Maintenance Mechanics (MAN 60 & MAN 61)
 Masonry Occupations (CON 81, 82, 83, 84, 85, & 86)
 Nurse Assistant (HET 80)
 TV/Video Level I (FTV 67)
 Website Design & Development (ADM 74)

REDLANDS UNIFIED SCHOOL DISTRICT

Advanced Multimedia Design #0962 (FTV 67)

RIVERSIDE UNIFIED SCHOOL DISTRICT

Advanced Web Design (ADM 74)
 Anatomy and Physiology (AMY 10)
 Beginning Computer Class (CAT/CIS 93)
 CCNA 1 (CIS 26A)
 CCNA 2 (CIS 26B)
 Certified Nursing Assistant (HET 80)
 Digital Electronics (ELE 25)
 Health & Bioscience Academy I (FIT E2A)
 Health & Bioscience Academy II (HET 79 & MDA 1A)
 Keyboarding/Tech Tool I (CAT 50)
 Medical Terminology (MDA 1A)
 Principles of Engineering (ENE 10 & ENE 60)

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Adobe Prep I & II (ADM 71)
 Automotive Technology A & B (AUT 50)
 CISCO Academy 1A (CIS 26A)
 CISCO Academy 1B (CIS 26B)
 CISCO Academy 2A (CIS 26C)
 CISCO Academy 2B (CIS 26D)
 Construction Occupations A/B (CON 60)
 Introduction to Accounting (CAT/ACC 55)

SAN BERNARDINO COUNTY SUPERINTENDANT OF SCHOOLS (SBCSS) ROP

Computer Aided Drafting (ENE 21 & ENE 30)

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

American Sign Language 2 (AML 1)

VAL VERDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)

Business Computers (CAT/CIS 3)

CISCO Academy 1A (CIS 26A)

CISCO Academy 1B (CIS 26B)

CISCO Academy 2A (CIS 26C)

CISCO Academy 2B (CIS 26D)

Computer Essentials (CAT/CIS 34)

Web Page Design & Development (ADM 74)

CAREER AND TECHNICAL EDUCATION PROGRAMS

Riverside Community College District offers Associate in Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate in Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. All certificate courses can be counted toward the degree as well as the major.

Need for Specialized Training

Many find it difficult to secure employment or to advance in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Riverside Community College District must file an official application. Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

Certificate Course Requirements

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate pattern must be completed at Riverside Community College District.

ASSOCIATE IN SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

STATE-APPROVED CERTIFICATE**(Certificate of Achievement)**

The state-approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.


LOCALLY-APPROVED CERTIFICATE**(Certificate of Career Preparation)**

The locally-approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.



STUDENTS ARE ABLE TO COMPLETE THE FOLLOWING CERTIFICATES/DEGREES AT THESE OFF-CAMPUS LOCATIONS:

| LOCATION | PROGRAM AND PROGRAM CODE | LOCALLY APPROVED CERTIFICATE | STATE APPROVED CERTIFICATE | ASSOCIATE DEGREE |
|------------------------------|--|------------------------------|----------------------------|------------------|
| MORENO VALLEY COLLEGE | | | | |
| Ben Clark Training Center | | | | |
| | Administration of Justice MAS504/MCE504 | | • | • |
| | AOJ/Basic Correctional Deputy Academy MCE783 | • | | |
| | AOJ/Basic Public Safety Dispatch Course MCE784 | • | | |
| | Law Enforcement MAS563/MCE563 | | • | • |
| | Emergency Medical Technician MCE801 | • | | |
| | Paramedic MAS585/MCE585 | | • | • |
| | Fire Technology MAS555/MCE555 | | • | • |
| | Chief Officer MAS826/MCE826 | | • | • |
| | Fire Officer MAS827/MCE827 | | • | • |
| | Firefighter Academy MAS669/MCE669 | | • | • |

| Program | Locally Approved Certificate | State Approved Certificate | Associate Degree | Moreno Valley | Norco | Riverside |
|--|------------------------------|----------------------------|------------------|---------------|---------|-----------|
| AREA OF EMPHASIS | | | | | | |
| Administration & Information Systems | | | • | MAA494 | NAA494* | AA494* |
| American Studies | | | • | MAA492 | | AA492* |
| Communications, Media & Languages | | | • | MAA495 | NAA495* | AA495* |
| Fine & Applied Arts | | | • | MAA496 | NAA496* | AA496* |
| Humanities, Philosophy & Arts | | | • | MAA497 | NAA497* | AA497* |
| Kinesiology, Health and Wellness | | | • | MAA498 | NAA498* | AA498* |
| Social & Behavioral Studies | | | • | MAA499 | NAA499* | AA499* |
| Math and Science | | | • | MAS493 | NAS493 | AS493* |
|  Associate Degree for Transfer™ | | | | | | |
| Communication Studies | | | | | | |
| With CSUGE pattern | | | • | MAA587 | NAA587 | AA587 |
| With IGETC pattern | | | • | MAA588 | NAA588 | AA588 |
| Early Childhood Education | | | | | | |
| With CSUGE pattern | | | • | MAS529 | NAS529 | AS529* |
| With IGETC pattern | | | • | MAS530 | NAS530 | AS530* |
| Sociology | | | | | | |
| With CSUGE pattern | | | • | MAA695 | NAA695 | AA695* |
| With IGETC pattern | | | • | MAA696 | NAA696 | AA696* |
| Theatre Arts | | | | | | |
| With CSUGE pattern | | | • | | | AA747 |
| With IGETC pattern | | | • | | | AA748 |
| | | | | | | |
| *50% or more of the certificate/degree may be completed online | | | | | | |

| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|---------------|----------------|---------------|
| ADMINISTRATION OF JUSTICE | | • | • | MAS504/MCE504 | NAS504/NCE504 | AS504*/CE504* |
| AOJ/Basic Correctional Deputy Academy | • | | | MCE783 | | |
| AOJ/Basic Public Safety Dispatch Course | • | | | MCE784 | | |
| Crime Scene Investigation | • | | | | NCE619 | CE619 |
| Investigative Assistant | • | | | | NCE785 | CE785 |
| Law Enforcement | | • | • | MAS563/MCE563 | | |
| Victim Services Aide | • | | | | | CE679* |
| AIR CONDITIONING AND REFRIGERATION | | • | • | | | AS596/CE596 |
| APPLIED DIGITAL MEDIA AND PRINTING | | • | • | | | AS653/CE653 |
| Basic Electronic Prepress | • | | | | | CE822 |
| Basic Graphic Design | • | | | | | CE823 |
| New Media and Interactive Design | • | | | | | CE821 |
| ARCHITECTURE | | • | • | | NAS509/NCE509 | |
| Architectural Graphics | • | | | | NCE787 | |
| ART | | | | | | |
| Visual Communications-Animation | • | | | | | CE774 |
| Visual Communications-Illustration | • | | | | | CE825 |
| AUTOMOTIVE TECHNOLOGY | | | | | | |
| Automotive Body Repair | | • | • | | | AS511/CE511 |
| Automotive Trim and Upholstery | | • | • | | | AS516/CE516 |
| Electrical | | • | • | | | AS513/CE513 |
| Ford Specialty | | | • | | | AS519 |
| General Motors Specialty | | | • | | | AS583 |
| Mechanical | | • | • | | | AS515/CE515 |
| BANK OPERATIONS | • | | | | | CE625* |
| BUSINESS ADMINISTRATION | | | | | | |
| Accounting Concentration | | • | • | MAS523/MCE523 | NAS523/NCE523 | AS523/CE523 |
| Banking and Finance Concentration | | • | • | | | AS631*/CE631* |
| General Business Concentration | | • | • | MAS524/MCE524 | NAS524/NCE524* | AS524*/CE524* |
| Human Resources Concentration | | • | • | | NAS623/NCE623* | AS623/CE623 |
| Logistics Management Concentration | | • | • | | NAS580/NCE580* | |
| Management Concentration | | • | • | MAS521/MCE521 | NAS521/NCE521* | AS521*/CE521* |
| Marketing Concentration | | • | • | MAS525/MCE525 | NAS525/NCE525* | AS525*/CE525* |
| Real Estate Concentration | | • | • | MAS527/MCE527 | NAS527/NCE527* | AS527/CE527 |
| Insurance | | • | • | | | AS629*/CE629* |
| International Business | • | | | | | CE627* |
| Operations and Production Mgmt | • | | | | | CE833* |
| Real Estate Salesperson and Transaction | • | | | | NCE854 | |
| COMMERCIAL MUSIC | | • | • | | NAA645/NCE645 | |
| COMMUNITY INTERPRETATION | | • | • | MAS557/MCE557 | | |

*50% or more of the certificate/degree may be completed online

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| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------|-----------------------------|------------------|----------------|----------------|---------------|
| COMPUTER APPLICATIONS & OFFICE TECHNOLOGY | | | | | | |
| Administrative Office Professional | • | | | | | CE637* |
| Executive Office Management | | • | • | | | AS639*/CE639* |
| Executive Office Professional | • | | | | | CE635* |
| Legal Administrative Professional | • | | | | | CE611* |
| Office Assistant | • | | | | | CE633* |
| Office Fast-Track | • | | | | | CE812* |
| Virtual Assistant | • | | | | | CE677* |
| COMPUTER INFORMATION SYSTEMS | | | | | | |
| C++ Programming | • | | | | NCE803 | CE803* |
| CISCO Networking | • | | | | | CE810* |
| Computer Applications | | • | • | MAS726/MCE726 | NAS726/NCE726 | AS726*/CE726* |
| Computer Programming | | • | • | MAS728/MCE728 | NAS728/NCE728 | AS728*/CE728* |
| Desktop Publishing | | • | • | | NAS647/NCE647* | |
| E-Commerce | • | | | | | CE807* |
| Java Programming | • | | | | NCE809 | CE809* |
| Relational Database Mgmt Tech | • | | | | | CE816* |
| Simulation and Gaming | | • | • | MAS739/MCE739 | NAS739/NCE739 | |
| Systems Development | • | | | | | CE806* |
| Webmaster | • | | | MCE820 | NCE820 | CE820* |
| CONSTRUCTION TECHNOLOGY | | • | • | | NAS532/NCE532 | |
| COSMETOLOGY | | • | • | | | AS534/CE534 |
| Cosmetology Business Admin – Entrepreneurial Concentration | | • | • | | | AS537*/CE537* |
| Cosmetology Business Admin – Mgmt and Supervision Concentration | | • | • | | | AS535*/CE535* |
| Cosmetology, Instructor Training | • | | | | | CE675 |
| Esthetician | • | | | | | CE673 |
| CULINARY ARTS | | • | • | | | AS561/CE561 |
| DENTAL ASSISTANT | | • | • | MAS621/MCE621 | | |
| DENTAL HYGIENE | | | • | MAS724 | | |
| DENTAL LABORATORY TECHNOLOGY | | • | • | MAS723/MCE723 | | |
| DRAFTING TECHNOLOGY | | • | • | | NAS539/NCE539 | |
| EARLY CHILDHOOD EDUCATION | | • | • | MAS544/MCE544 | NAS544/NCE544 | AS544*/CE544* |
| ECE/Asst Teacher | • | | | MCE795 | NCE795 | CE795* |
| ECE/Twelve Core Units | • | | | MCE797 | NCE797 | CE797* |
| Early Childhood Intervention Asst | | • | • | MAS601/MCE601 | NAS601/NCE601 | AS601/CE601* |
| Infant and Toddler Specialization | • | | | MCE681 | NCE681 | CE681 |
| EDUCATION PARAPROFESSIONAL | | • | • | MAS603/MCE603* | | AS603*/CE603* |

*50% or more of the certificate/degree may be completed online

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| Certificates and Degrees | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|-------------------------------------|-----------------------------------|---------------------|---------------|---------------|-------------|
| ELECTRONICS TECHNOLOGY | | | | | | |
| Electronics Technology | | • | • | | NAS546/NCE546 | |
| EMERGENCY MEDICAL SERVICES | | | | | | |
| Emergency Medical Technician | • | | | MCE801 | | |
| Paramedic | | • | • | MAS585/MCE585 | | |
| ENGINEERING | | | | | | |
| Civil Engineering Technician | | • | • | | NAS550/NCE550 | |
| Engineering Graphics | • | | | | NCE796 | |
| Engineering Technology | | | • | | NAS551 | |
| FILM, TELEVISION AND VIDEO | | | | | | |
| Basic Television Production | • | | | | | CE842 |
| Production Specialist | | • | • | | | AS641/CE641 |
| FIRE TECHNOLOGY | | • | • | MAS555/MCE555 | | |
| Chief Officer | | • | • | MAS826/MCE826 | | |
| Fire Officer | | • | • | MAS827/MCE827 | | |
| Firefighter Academy | | • | • | MAS669/MCE669 | | |
| HUMAN SERVICES | | • | • | MAS663/MCE663 | | AS663/CE663 |
| Employment Support Specialization | • | | | MCE802 | | CE802 |
| KINESIOLOGY/EXERCISE, SPORT & WELLNESS | | | | | | |
| Athletic Training Emphasis | | • | • | | | AS597/CE597 |
| Coaching Emphasis | | • | • | | | AS599/CE599 |
| Fitness Professions Emphasis | | • | • | | | AS595/CE595 |
| MANUFACTURING TECHNOLOGY | | | | | | |
| Automated Systems Technician | | • | • | | NAS737/NCE737 | |
| Computer-Aided Production Technology | • | | | | NCE799 | |
| MEDICAL ASSISTING | | | | | | |
| Admin/Clinical Medical Assisting | | • | • | MAS718/MCE718 | | |
| Medical Transcription | | • | • | MAS701/MCE701 | | |
| MUSIC | | | • | MAA564 | | AA680 |
| Jazz Performance | • | | | | | CE852 |
| Music Performance | • | | | | | CE851 |
| Music Technology | • | | | | | CE850 |
| Piano Performance | • | | | | | CE853 |
| NURSING | | | | | | |
| Critical Care Nurse | • | | | | | CE581 |
| Nursing Assistant | • | | | | | CE584 |
| Registered Nursing | | | • | | | AS586 |
| Vocational Nursing | | • | • | | | AS588/CE588 |

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| Certificates and Degrees | Certificates Approved Locally | Certificates Approved State | Associate Degree | Moreno Valley | Norco | Riverside |
|--|-------------------------------------|-----------------------------------|---------------------|---------------|---------------|---------------|
| PARALEGAL STUDIES | | | • | | | AS591* |
| PHOTOGRAPHY | | • | • | | | AS592/CE592 |
| PHYSICIAN ASSISTANT | | • | • | MAS501/MCE501 | | |
| RETAIL MANAGEMENT/WAFC | | • | • | | NAS536/NCE536 | AS536*/CE536* |
| SIGN LANGUAGE INTERPRETING | | • | • | | | AS505/CE505 |
| SIMULATION AND GAME DEVELOPMENT | | | | | | |
| Game Art: 3D Animation | | • | | | NCE686 | |
| Game Art: Character Modeling | | • | | | NCE687 | |
| Game Art: Environments and Vehicles | | • | | | NCE688 | |
| Game Art Core | • | | | | NCE855 | |
| Game Audio | | • | | | NCE684 | |
| Game Design | | • | | | NCE685 | |
| SPEECH LANGUAGE PATHOLOGY ASSISTANT | | • | • | MAS697/MCE697 | | |
| WELDING TECHNOLOGY | | • | • | | | AS606/CE606 |
| Stick Welding (SMAW) | • | | | | | CE824 |
| TIG Welding (TGAW) | • | | | | | CE819 |
| Wire Welding (FCAW, GMAW) | • | | | | | CE818 |



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PROGRAMS AND CERTIFICATES
R=Riverside; M=Moreno Valley; N=Norco

ACCOUNTINGSee [BUSINESS ADMINISTRATION](#)**ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MNR) AS504/CE504**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

| Required Courses (27 units) | Units |
|--|-------|
| ADJ-1 Introduction to the Administration of Justice | 3 |
| ADJ-2 Principles and Procedures of the Justice System | 3 |
| ADJ-3 Concepts of Criminal Law | 3 |
| ADJ-4 Legal Aspects of Evidence | 3 |
| ADJ-5 Community Relations | 3 |
| Electives Choose from elective courses in the discipline | 12 |

Associate in Science Degree

The Associate in Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

CRIME SCENE INVESTIGATION (NR) CE619**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an advanced knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate an advanced knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate an advanced ability to use computer technology to report the collection, preservation, and presentation of crime scene evidence.

| Required Courses (15 units) | Units |
|---|-------|
| ADJ-2 Principles and Procedures of the Justice System | 3 |
| ADJ-3 Concepts of Criminal Law | 3 |
| ADJ-13 Criminal Investigation | 3 |
| ADJ-14 Advanced Criminal Investigation | 3 |
| ANT-10 Forensic Anthropology | 3 |

INVESTIGATIVE ASSISTANT (NR)**CE785****Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate a basic knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate a basic knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate the ability to properly write official reports related to the collection, preservation, and presentation of crime scene evidence.
- Demonstrate the ability to employ computer technology to facilitate student learning outcomes 1 through 3 above.

| Required Courses (15 units) | Units |
|---|-------|
| ADJ-3 Concepts of Criminal Law | 3 |
| ADJ-4 Legal Aspects of Evidence | 3 |
| ADJ-13 Criminal Investigation | 3 |
| ADJ-23 Criminal Justice Report Writing ¹ | 3 |
| CIS-1A Introduction to Computer Information Systems | 3 |

¹ Successful completion of ENG-1A may substitute for this course.

VICTIM SERVICES AIDE (R)**CE679****Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate a knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate the ability to conduct interpersonal interviews and counseling generally applicable to the helping professions.
- Demonstrate the ability to read and write at the college freshman level.
- Demonstrate an overall ability to enter Victim-Witness Advocacy programs at a level of trainee, intern, or other novice position.

| Required Courses (16 units) | Units |
|---|-------|
| ADJ-1 Introduction to the Administration of Justice | 3 |
| ADJ-2 Principles and Procedures of the Justice System | 3 |
| ENG-1A/1AH English Composition | 4 |
| SOC-20 Introduction to Criminology | 3 |
| COM-9/9H Interpersonal Communication | 3 |
| or | |
| HMS-5 Introduction to Evaluation and Counseling | 3 |

AIR CONDITIONING AND REFRIGERATION**AIR CONDITIONING AND REFRIGERATION (R) AS596/CE596**

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of air conditioning, and refrigeration systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and electronics as they relate to the repair of air conditioning and refrigeration systems.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate technical knowledge and skills needed to repair, install, service, and maintain air conditioning and refrigeration systems in operating condition.
- Utilize diagnostic techniques and testing equipment in the repair of air conditioning and refrigeration systems.
- Apply principles of mechanics, electricity, and electronics to the repair of air conditioning and refrigeration systems.

| Required Courses (26-27 units) | | Units |
|------------------------------------|--|-------|
| AIR-50A | Air Conditioning and Refrigeration | 5 |
| AIR-50B | Advanced Refrigeration | 5 |
| AIR-51A | Environmental Control | 5 |
| AIR-51B | Industrial Commercial Refrigeration | 5 |
| AIR-53 | Basic Electricity for Air Conditioning and Refrigeration | 4 |
| Electives (Choose from list below) | | 2-3 |
| Electives (2-3 units) | | |
| CON-62 | Blueprint Reading | 3 |
| WEL-34 | Metals Joining Processes | 2 |

Associate in Science Degree

The Associate in Science Degree in Air Conditioning and Refrigeration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

APPLIED DIGITAL MEDIA AND PRINTING**APPLIED DIGITAL MEDIA AND PRINTING (R) AS653/CE653**

This program prepares students for a wide variety of careers in graphic arts and multimedia. This includes instruction in graphic design, illustration, photo manipulation, web design, animation, electronic prepress, press operation, bindery, and management, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience for entry into the graphic arts / multimedia industries.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to communicate effectively with clients and co-workers.
- Demonstrate ethical, economic, civic, and moral responsibility.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate proper set-up, safe operation, and clean-up of finishing equipment.
- Demonstrate the ability to estimate costs, document materials and time spent on production, and an ability to meet deadlines.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

| Required Courses (34 units) | | Units |
|-----------------------------|---|-------|
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-30 | Contemporary Topics in Applied Digital Media | 1 |
| ADM-55 | Management and Estimating in the Graphics/Design Industry | 3 |
| ADM-58 | Paper and Inks for Multi-purposed Design | 1 |
| ADM-63 | Adobe InDesign | 3 |
| ADM-70 | Project Design and Production | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ADM-80 | Introductory Digital Darkroom | 3 |
| ADM-85 | Beginning Offset Presswork | 3 |
| ADM-89 | Applied Digital Media Portfolio | 1 |
| Electives | (Choose from list below) | 10 |

Electives (10 units)

| | | |
|---------|--|---------|
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-67 | WEB Animation with Flash | 3 |
| ADM-68 | 3D Animation with Maya I | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-72 | Advanced Photoshop | 3 |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| ADM-76 | QuarkXPress | 3 |
| ADM-77A | Adobe Illustrator | 3 |
| ADM-77B | Advanced Adobe Illustrator | 3 |
| ADM-86 | Advanced Offset Presswork and Finishing | 3 |
| ADM-88 | 3D Animation with Maya II | 3 |
| ADM-200 | Applied Digital Media and Printing Work Experience | 1-2-3-4 |
| ART-22 | Basic Design | 3 |
| ART-36 | Computer Art | 3 |
| CIS-54B | Introduction to Flash Scripting | 3 |
| ENG-17 | Literary Magazine Production | 2 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| PHO-20 | Introduction to Digital Photography | 3 |

Associate in Science Degree

The Associate in Science Degree in Applied Digital Media and Printing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

BASIC ELECTRONIC PREPRESS (R) CE822**Certificate Program**

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units) Units

| | | |
|--------|---|---|
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-63 | Adobe InDesign | 3 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-71 | Adobe PhotoShop | 3 |
| ADM-80 | Introductory Digital Darkroom | 3 |
| ADM-85 | Beginning Offset Presswork | 3 |

BASIC GRAPHIC DESIGN (R)**CE823**

Prepares students for a career in graphic design to become a skilled technician for design careers in business, industry and the public/private sectors.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units) Units

| | | |
|---------|---|---|
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-63 | Adobe InDesign | 3 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-71 | Adobe PhotoShop | 3 |
| ADM-77A | Adobe Illustrator | 3 |
| ART-22 | Basic Design | 3 |

NEW MEDIA AND INTERACTIVE DESIGN (R)**CE821**

This program prepares students for a wide variety of careers in the new media and interactive design field. This includes instruction in web design, web animation using Flash, photo manipulation, web design, 3D animation, and motion graphics and compositing, using the latest equipment and software available. Classes are constructed give strong academic and hands-on experience into the new media and interactive design industries.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Compare and contrast legal, social and commercial policies regarding new media piracy
- Define intellectual property and describe the basic principles of copyright legalities
- Create a WEB animation using Adobe Flash's panels, commands, and interface
- Combine and edit 2D animated sequences, and create motion graphics in video and film using Adobe After Effects
- Create 3D models and environments using various techniques with Autodesk Maya
- Design and create functional web pages and websites with a professional appearance using Adobe Dreamweaver.



| Required Courses (17 units) | | Units |
|-----------------------------|--|-------|
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-67 | Web Animation with Flash | 3 |
| ADM-68 | 3D Animation with Maya I | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-71 | Adobe PhotoShop | 3 |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| ADM-89 | Applied Digital Media Portfolio | 1 |

ART

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through animation and cinematic arts. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to storyboarding, directing, editing, and all aspects of animation film production.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to apply the principles of animation and storytelling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.
- Demonstrate various experimental animation techniques in appreciation of animation as fine arts.

| Required Courses (15 units) | | Units |
|--|----------------------|-------|
| ART-40 | Figure Drawing | 3 |
| or | | |
| ART-41 | Figure Painting | 3 |
| ART-44 | Animation | 3 |
| ART-50 | Storyboarding | 3 |
| ART-51 | Animation Production | 3 |
| Digital Media Electives (Choose from list below) | | 3 |

| Digital Media Electives (3 units) | | |
|-----------------------------------|--|---|
| ART-22 | Basic Design | 3 |
| ART-24 | Three Dimensional Design | 3 |
| ART-36 | Computer Art | 3 |
| ADM-67 | WEB Animation with Flash | 3 |
| ADM-68 | 3D Animation with Maya I | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-88 | 3D Animation with Maya II | 3 |
| FTV-48 | Short Film Production | 3 |
| FTV-74 | Production Planning and Management | 3 |
| PHO-20 | Introduction to Digital Photography | 3 |

VISUAL COMMUNICATIONS - ILLUSTRATION (R) CE825

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Acquire skills to fuse the creative thinking and technical communication skills with a personal vision.
- Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.
- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

| Required Courses (17 units) | | Units |
|--|---|-------|
| ART-17 | Beginning Drawing | 3 |
| ART-22 | Basic Design | 3 |
| ART-26 | Beginning Painting | 3 |
| ART-35 | Illustration | 3 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| Digital Media Electives (Choose from list below) | | 3 |

| Digital Media Electives (3 units) | | |
|-----------------------------------|---------------------------------------|---|
| ART-36 | Computer Art | 3 |
| ADM-1 | Introduction to Applied Digital Media | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ADM-76 | QuarkXPress | 3 |
| ADM-77A | Adobe Illustrator | 3 |

AUTOMOTIVE TECHNOLOGY**AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE BODY REPAIR (R) AS511/CE511**

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop entry-level skills and knowledge for employment in the automotive industry. i.e. employment in an auto body repair facility, automotive paint shop.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

| Required Courses (30 units) | | Units |
|-----------------------------|--|-------|
| AUB-50 | Introduction to Automotive Body Technology | 4 |
| AUB-51 | Intermediate Automotive Body Technology | 4 |
| AUB-52 | Automotive Body Refinishing | 4 |
| AUB-53 | Automotive Body Special Projects | 4 |
| AUB-54 | Advanced Automotive Body and Frame | 4 |
| AUB-60 | Automotive Trim and Upholstery, I | 4 |
| AUT-53A | Automotive Chassis and Alignment | 4 |
| WEL-34 | Metal Joining Processes | 2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Automotive Body Repair will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE TRIM AND UPHOLSTERY (R) AS516/CE516

This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
- Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

| Required Courses (26 units) | | Units |
|-----------------------------|--|-------|
| AUB-50 | Introduction to Automotive Body Technology | 4 |
| AUB-51 | Intermediate Automotive Body Technology | 4 |
| AUB-52 | Automotive Body Refinishing | 4 |
| AUB-53 | Automotive Body Special Projects | 4 |
| AUB-60 | Automotive Trim and Upholstery, I | 4 |
| AUB-61 | Automotive Trim and Upholstery, II | 4 |
| WEL-34 | Metal Joining Processes | 2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - ELECTRICAL (R) AS513/CE513

This program prepares individuals to apply technical knowledge and skills to operate, maintain, and repair electrical and electronic equipment within an automobile. This includes instruction in electrical circuitry, simple gearing, linkages, and the use of test equipment.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Pass the Automotive Service Excellence (ASE) national certification exam.
- Pass the International Mobile Air Conditioning Association (IMAC) certification exam.

| Required Courses (23 units) | | Units |
|-----------------------------|---|-------|
| AUT-50 | Automotive Principles | 4 |
| AUT-52A | Automotive Tune-up and Electrical Systems | 4 |
| AUT-52B | Automotive Tune-up and Emission Controls | 4 |
| AUT-54 | Automotive Electrical Systems | 4 |
| AUT-56 | Automotive Computer Controls | 3 |
| AUT-57 | Automotive Heating and Air Conditioning | 4 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Electrical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY (R) AS519

The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

| Required Courses (44 units) | | Units |
|-----------------------------|---|---------|
| AUT-71 | Ford Electrical and Electronics Systems | 4 |
| AUT-72 | Ford Applied Electronics | 4 |
| AUT-73 | Ford Engine Performance | 8 |
| AUT-74 | Ford Brakes, Steering and Suspension Systems | 4 |
| AUT-75 | Ford Engine Repair | 4 |
| AUT-76 | Ford Advanced Chassis Systems | 4 |
| AUT-78 | Ford Manual Transmissions and Drive-Train Systems | 4 |
| AUT-79 | Ford Automatic Transmissions and Transaxles | 4 |
| AUT-99 | Automotive Technology Internship (must be taken four times) | 2-2-2-2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Ford Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - GENERAL MOTORS SPECIALTY (R) AS583

This program is a joint effort of Riverside Community College, General Motors Corporation and local GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

| Required Courses (44 units) | | Units |
|-----------------------------|---|---------|
| AUT-81 | GM Electrical and Electronics Systems | 4 |
| AUT-82 | GM Applied Electronics | 4 |
| AUT-83 | GM Engine Performance | 8 |
| AUT-84 | GM Brakes, Steering and Suspension Systems | 4 |
| AUT-85 | GM Gasoline Engine and Repair | 4 |
| AUT-86 | GM Advanced Chassis Systems | 4 |
| AUT-88 | GM Manual Transmissions and Drive Trains | 4 |
| AUT-89 | GM Automatic Transmissions and Transaxles | 4 |
| AUT-99 | Automotive Technology Internship (must be taken four times) | 2-2-2-2 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-General Motors Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

AUTOMOTIVE TECHNOLOGY - MECHANICAL (R) AS515/CE515

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. This includes instruction in brake systems, engine repair, suspension and steering, automatic and manual transmissions, and drive trains.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

| Required Courses (28 units) | | Units |
|-----------------------------|---|-------|
| AUT-50 | Automotive Principles | 4 |
| AUT-51A | Internal Combustion Engines Rebuilding, Gas and Diesel-Upper End | 4 |
| AUT-51B | Internal Combustion Engines Rebuilding, Gas and Diesel-Lower End | 4 |
| AUT-53A | Automotive Chassis and Alignment | 4 |
| AUT-53B | Automotive Brakes | 4 |
| AUT-55A | Automotive Automatic Transmissions/Transaxles | 4 |
| AUT-55B | Automotive Manual Drivetrain Systems | 4 |

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Mechanical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

BANKING AND FINANCE

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree.

BANK OPERATIONS (R)**CE625**

This program prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. This includes instruction in communications and public relation skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial services.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe and analyze the roles of financial institutions in our economy and the services they provide.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.
- Research and analyze consumer decision parameters.

| Required Courses (13 units) | | Units |
|-----------------------------|-------------------------|-------|
| BAN-51 | Principles of Banking | 3 |
| CAT-1A | Business Etiquette | 1 |
| CAT-30 | Business English | 3 |
| CAT-31 | Business Communications | 3 |
| MKT-41 | Techniques of Selling | 3 |

BUSINESS ADMINISTRATION**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

Major Core Requirements:

| Required Courses (18 units) | | Units |
|-----------------------------|--|-------|
| ACC-1A | Principles of Accounting I | 3 |
| BUS-10 | Introduction to Business | 3 |
| BUS-18A | Business Law I | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-22 | Management Communications | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| 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 |
| Banking And Finance | 12 |
| General Business | 12 |
| Human Resources | 12 |
| Logistics Management | 12 |
| Management | 12 |
| Marketing | 12 |
| Real Estate | 12 |

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the certificate in the concentration area of their choice.

Associate in Science Degree

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ACCOUNTING CONCENTRATION (MNR) AS523/CE523

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Understand the major role financial reporting plays in fulfilling government’s duty to be publicly accountable in a democratic society.
- Apply cost accounting principles to manufacturing and service enterprises within a global society.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Analyze data and apply appropriate principles of federal income tax law.
- Analyze and solve accounting problems with application software.
- Prepare the detailed financial reports for governments and not-for-profit entities that stress the need for the public to understand and evaluate the financial activities and management of these organizations.

- Develop and apply principles of moral judgment and ethical behavior to business situations.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| <hr/> | |
| ACC-1B Principles of Accounting II | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| 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 |

BANKING AND FINANCE CONCENTRATION (R) AS631/CE631

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Banking and Finance concentration, students should be able to:

- Describe and analyze the roles of financial institutions in our economy.
- Describe and analyze the services provided by banking institutions.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.

| | |
|---|----|
| Business Administration Major Core Requirements | 18 |
| Select another 6 units from the following: | 6 |
| <hr/> | |
| BAN-51 Principles of Banking | 3 |
| BAN-52 Consumer Lending | 3 |
| and | |
| Select another 6 units from the following: | 6 |
| <hr/> | |
| ACC-1B Principles of Accounting II | 3 |
| BUS-18B Business Law II | 3 |
| ECO-4 Introduction to Economics | 3 |
| MAG-44 Principles of Management | 3 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |
| MKT-41 Techniques of Selling | 3 |
| RLE-83 Real Estate Finance | 3 |

GENERAL BUSINESS CONCENTRATION (MNR) AS524/CE524

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the General Business concentration, students should be able to accomplish four of the following seven tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Select another 12 units from the following: | 12 |
| ACC-1B Principles of Accounting II | 3 |
| or | |
| ACC-38 Managerial Accounting | 3 |
| BUS-18B Business Law II | 3 |
| BUS-40 International Business-Principles | 3 |
| BUS/MAG-47 Applied Business and Management Ethics | 3 |
| BUS-80 Principles of Logistics | 3 |
| BUS-200 Business Administration | |
| Work Experience | 1-2-3-4 |
| MAG-51 Elements of Supervision | 3 |
| MAG-53 Human Relations | 3 |
| MKT-20 Principles of Marketing | 3 |

HUMAN RESOURCES CONCENTRATION (NR) AS623/CE623

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Human Resources Management concentration, students should be able to:

- Apply sound human resources management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

| | |
|--|----|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| MAG-56 Human Resources Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| MAG-51 Elements of Supervision | 3 |
| MAG-52 Employee Training and Development | 3 |
| MAG-54 Employee Labor Relations | 3 |
| MAG/BUS-70 Introduction to Organizational Behavior | 3 |

MANAGEMENT CONCENTRATION (MNR) AS521/CE521

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Program Learning Outcomes

In addition to outcomes for the Business 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 |
| <hr/> | |
| MAG-44 Principles of Management | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| 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) AS525/CE525

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Required for this concentration | 3 |
| <hr/> | |
| MKT-20 Principles of Marketing | 3 |
| and | |
| Select another 9 units from the following: | 9 |
| <hr/> | |
| MKT-40 Advertising | 3 |
| MKT-41 Techniques of Selling | 3 |
| MKT-42 Retail Management | 3 |
| MKT-200 Marketing Work Experience | 1-2-3-4 |
| BUS-43 International Business-Marketing | 3 |
| BUS-51 Principles of E-Commerce | 3 |
| BUS-80 Principles of Logistics | 3 |

REAL ESTATE CONCENTRATION (MNR) AS527/CE527

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems.
- Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values.
- Discuss and evaluate real estate markets and trends.

| | |
|---|---------|
| Business Administration Major Core Requirements | 18 |
| Select another 12 units from the following: | 12 |
| <hr/> | |
| RLE-80 Real Estate Principles | 3 |
| RLE-81 Real Estate Practices | 3 |
| RLE-82 Legal Aspects of Real Estate | 3 |
| RLE-83 Real Estate Finance | 3 |
| RLE-84 Real Estate Appraisal | 3 |
| RLE-85 Real Estate Economics | 3 |
| RLE-86 Escrow Procedures I | 3 |
| RLE-200 Real Estate Work Experience | 1-2-3-4 |

INSURANCE (R)**AS629/CE629**

This program prepares individuals to manage risk in both personal and organizational settings to provide insurance and risk-aversion services to businesses, individuals, and other organizations. This includes instruction in casualty insurance and general liability, property insurance, employee benefits, social and health insurance, loss adjustment, underwriting, risk theory, and pension planning.

Certificate Program

| Required Courses (30 units) | | Units |
|-----------------------------|--|-------|
| ACC-1A | Principles of Accounting, I | 3 |
| BUS-10 | Introduction to Business | 3 |
| BUS-18B | Business Law, II | 3 |
| BUS-22 | Management Communications | 3 |
| BUS-61 | Introduction to Insurance | 1 |
| BUS-62 | Personal Insurance Principles | 3 |
| BUS-63 | Principles of Property and Liability Insurance | 3 |
| BUS-64 | Commercial Insurance Principles | 3 |
| BUS-65 | Insurance Codes and Ethics | 1 |
| BUS-66 | Insurance Internship | 1 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |
| CAT/CIS-98B | Advanced Excel | 1.5 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| BUS/CAT/CIS-3 | Computer Applications for Business | 3 |

Associate in Science Degree

The Associate in Science Degree in Insurance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

INTERNATIONAL BUSINESS (R)**CE627**

This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Explain the key elements of international business.
- Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of each elements of international business that are required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

Required Courses (15 units)**Units**

| | | |
|--------------------------------------|-----------------------------------|---|
| BUS-10 | Introduction to Business | 3 |
| BUS-40 | International Business-Principles | 3 |
| BUS-43 | International Business-Marketing | 3 |
| Group A Electives (Choose from list) | | 3 |
| Group B Electives (Choose from list) | | 3 |

Group A Electives

| | | |
|-----------|---|---|
| BUS-46 | International Business-Intro to Import/ Exporting | 3 |
| BUS-48 | International Management | 3 |
| BUS-90 | International Logistics | 3 |
| COM-12 | Intercultural Communication | 3 |
| ECO/POL-6 | Introduction to Political Economy | 3 |
| ECO-7/7H | Principles of Macroeconomics | 3 |

Group B Electives

| | | |
|--------|-----------------------------------|---|
| CHI-11 | Chinese Culture and Civilization | 3 |
| FRE-11 | French Culture and Civilization | 3 |
| GER-11 | German Culture and Civilization | 3 |
| ITA-11 | Italian Culture and Civilization | 3 |
| JPN-11 | Japanese Culture and Civilization | 3 |
| KOR-11 | Korean Culture and Civilization | 3 |
| RUS-11 | Russian Culture and Civilization | 3 |
| SPA-11 | Spanish Culture and Civilization | 3 |

OPERATIONS AND PRODUCTION MANAGEMENT (R)**CE833**

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, productions, and manufacturing. This includes instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor regulations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Analyze organizational effectiveness and establish productivity ratios.
- Evaluate a business environment and select an appropriate business improvement intervention to increase business effectiveness.
- Apply appropriate diagnostic tools to determine current business effectiveness and establish a plan for improvement.
- Analyze current business processes and develop a statistically valid graphical representation of performance and be able to predict future performance.
- Effectively select process improvement tools to analyze current business practices, determine problem areas and establish a plan to improve business performance.

| Required Courses (15 units) | | Units |
|-----------------------------|---|-------|
| MAG-70 | Introduction to Organization Development | 3 |
| BUS/MAG-71 | Introduction to Productivity Management | 3 |
| BUS/MAG-72 | Introduction to Quantitative Methods for Business | 3 |
| Electives | (Choose from list below) | 6 |
| <hr/> | | |
| Electives (6 units) | | |
| BUS-20 | Business Math | 3 |
| BUS/MAG-47 | Applied Business and Management Ethics | 3 |
| BUS-80 | Principles of Logistics | 3 |
| MAG-44 | Principles of Management | 3 |
| MAG-51 | Elements of Supervision | 3 |

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

This program prepares individuals to support business operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spread sheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

EXECUTIVE OFFICE MANAGEMENT (R) AS639/CE639

This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

| Required Courses (34 units) | | Units |
|-----------------------------|--|-------|
| CAT-1A | Business Etiquette | 1 |
| CAT/CIS/BUS-3 | Computer Applications for Business | 3 |
| CAT-30 | Business English | 3 |
| CAT-31 | Business Communications | 3 |
| CAT-51 | Intermediate Typewriting/Document Formatting | 3 |
| CAT/ACC-55 | Applied Accounting/Bookkeeping | 3 |
| CAT-61 | Professional Office Procedures | 3 |
| CAT-62 | Records Management | 3 |
| CAT/CIS-80 | Word Processing: Microsoft Word for Windows | 3 |
| or | | |
| CAT/CIS-84 | Word Processing: WordPerfect for Windows | 3 |
| CAT/CIS-90 | Microsoft Outlook | 3 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |
| CAT/CIS-98B | Advanced Excel | 1.5 |
| MAG-44 | Principles of Management | 3 |

Associate in Science Degree

The Associate in Science Degree in Executive Office Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

ADMINISTRATIVE OFFICE PROFESSIONAL (R) CE637

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Compose, key, and properly format various types of business correspondence and reports using a computer terminal.
- Compose, key, and properly format spreadsheets, databases, and presentations using a computer terminal.
- Index, code, sort, and file correspondence and other business records.
- Compile and create simple statistical reports.
- Schedule appointments, meetings, and travel arrangements.

| Required Courses (13.5 units) | | Units |
|-------------------------------|------------------------------------|-------|
| BUS/CAT/CIS-3 | Computer Applications for Business | 3 |
| CAT-31 | Business Communications | 3 |
| CAT-61 | Professional Office Procedures | 3 |
| CAT-62 | Records Management | 3 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |

EXECUTIVE OFFICE PROFESSIONAL (R) CE635

This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives including coordinating and managing personnel and operations in business offices, as well as budget preparation, scheduling, and report preparation.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Coordinate and direct budget preparation to aid executives.
- Schedule appointments, plan meetings and conferences.
- Create, file, retrieve, and maintain office/corporation documents, records, and reports.
- Demonstrate an understanding of the planning, organizing, and leading controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

| Required Courses (13.5 units) | | Units |
|-------------------------------|---|-------|
| CAT/ACC-55 | Applied Accounting/Bookkeeping | 3 |
| CAT/CIS-80 | Word Processing: Microsoft Word for Windows | 3 |
| CAT/CIS-90 | Microsoft Outlook | 3 |
| CAT/CIS-98B | Advanced Excel | 1.5 |
| MAG-44 | Principles of Management | 3 |

LEGAL ADMINISTRATIVE PROFESSIONAL (R) CE611

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.

Required Courses (12 units) Units

| | | |
|---------|---------------------------------|---|
| CAT-36A | Legal Office Procedures I | 3 |
| CAT-36B | Legal Office Procedures II | 3 |
| CAT-37 | Legal Terminology | 3 |
| CAT-38 | Legal Word Processing and Forms | 3 |

OFFICE ASSISTANT (R) CE633

This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Compose, key, and enter data into computer using keyboard.
- Prepare correspondence (including labels and envelopes), bills, statements, receipts, and copy information from one record to another.
- Proofread records or forms.
- Create properly formatted and grammatically correct business documents.
- Answer telephones, and convey messages.
- Demonstrate familiarity with fundamental aspects of computer technology.

Required Courses (10 units) Units

| | | |
|------------|--|---|
| CAT-1A | Business Etiquette | 1 |
| CAT-30 | Business English | 3 |
| CAT-51 | Intermediate Typewriting/Document Formatting | 3 |
| CAT/CIS-93 | Computers for Beginners | 3 |

OFFICE FAST-TRACK (R) CE812

This certificate prepares individuals to provide professional, entry-level skills, using basic business software, vocabulary and grammar fundamentals, and standards of behavior and etiquette in the workplace.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply business standards of acceptable behavior, communication, and etiquette to project a professional image.
- Apply grammar fundamentals, including proper sentence structure, punctuation, vocabulary, and spelling to all written documents.
- Apply introductory character, paragraph, and document formatting techniques to business documents using word processing software.
- Develop basic alpha/numeric keyboarding/touch typewriting skills at a minimum rate of 20 gross words a minute.
- Develop, create, and edit electronic presentations using industry-standard software.
- Apply the fundamental organizational concepts of digital filing to manage programs and files.

- Apply fundamental concepts of Internet browser software to navigate, search, retrieve, and send/receive information.
- Design and format, modify, query, and manipulate spreadsheets, charts and graphics, and lists (databases) using spreadsheet software.

| Required Courses (12 units) | | Units |
|-----------------------------|--|-------|
| CAT-1A | Business Etiquette | 1 |
| CAT-30A | Business English 30A | 1 |
| CAT/CIS-34A | Introduction to Microsoft Word for Windows | 1.5 |
| CAT-53 | Keyboarding/Typing Fundamentals | 1 |
| CAT/CIS-65 | Introduction to Microsoft PowerPoint | 1.5 |
| CAT/CIS-93 | Computers for Beginners | 3 |
| CAT/CIS-95A | Introduction to the Internet | 1.5 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |

VIRTUAL ASSISTANT (R) CE677

This program prepares individuals to support business operations through on-line processes such as developing a business plan for an on-line web presence, creating a virtual office space on-line and marketing this office space.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop and implement a sole-proprietorship virtual office.
- Develop and use a business plan for a virtual office.
- Create and use a marketing plan for a virtual office.

| Required Courses (16.5 units) | | Units |
|-------------------------------|--|-------|
| ACC/CAT-55 | Applied Accounting/Bookkeeping | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |
| CAT-30 | Business English | 3 |
| CAT-57 | Creating and Managing the Virtual Office | 3 |
| CAT/BUS-58 | Marketing the Virtual Office | 3 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |

It is recommended that individuals interested in this field acquire office experience before deciding to work on their own as a virtual assistant.

COMPUTER INFORMATION SYSTEMS

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

COMPUTER APPLICATIONS (MNR)

AS726/CE726

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe and use operating system software
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

| Required Courses (31.5 units) | | Units |
|-------------------------------|---|-------|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| CIS-1B | Advanced Concepts in Computer Information Systems | 3 |
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| or | | |
| CIS/CSC-28A | MS Access Programming | 3 |
| CIS/CSC-21 | Introduction to Operating Systems | 3 |
| CIS-95A | Introduction to the Internet | 1.5 |
| CAT-31 | Business Communications | 3 |
| or | | |
| BUS-22 | Management Communications | 3 |
| Electives 1 | (Choose from list below) | 7.5 |
| Electives 2 | (Choose from list below) | 7.5 |

Electives 1 (7.5 units)

| | | |
|-------------|---|-----|
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS-23 | Software and End User Support | 3 |
| CIS/CSC-25 | Data Communications | 3 |
| CIS/CSC-61 | Introduction to Databases | 3 |
| CIS/CAT-80 | Word Processing: Microsoft Word for Windows | 3 |
| CIS/CAT-84 | Word Processing: WordPerfect for Windows | 3 |
| CIS/CAT-98B | Advanced Excel | 1.5 |

Electives 2 (7.5 units)

| | | |
|-------------|---|-----|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: Java Script | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| CIS/CAT-56A | Designing Web Graphics | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76A | Introduction to Microsoft Expression Web | 3 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| CIS/CAT-78A | Introduction to Adobe PhotoShop | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| CIS/CAT-81 | Introduction to Desktop Publishing using Adobe InDesign | 3 |

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Computer Applications will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COMPUTER PROGRAMMING (MNR)**AS728/CE728**

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (25.5 units)

Units

| | | |
|------------|--|-----|
| CIS-1A | Introduction to Computer Information Systems | 3 |
| CIS/CSC-2 | Fundamentals of Systems Analysis | 3 |
| CIS/CSC-5 | Fundamentals of Programming Logic Using C++ | 3 |
| CIS/CSC-21 | Introduction to Operating Systems | 3 |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| Electives | From Group 1 | 6 |
| Electives | From Group 2 | 6 |

Electives - Group 1 (6 units)

| | | |
|-------------|--------------------------------------|---|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: JavaScript | 3 |
| CIS-14B | Web Programming: Active Server Pages | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-18A | Java Programming: Objects | 3 |

Electives - Group 2 (6 units)

| | | |
|-------------|--------------------------------------|---|
| CIS/CSC-11 | Computer Programming using Assembler | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| CIS/CSC-17C | C++ Programming: Data Structures | 3 |
| CIS/CSC-18B | Java Programming: Advanced Objects | 3 |
| CIS/CSC-18C | Java Programming: Data Structures | 3 |

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Computer Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

C++ PROGRAMMING (NR)**CE803**

Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using C++ libraries create and run C++ programs that incorporate the following:
 - Multiprocessors
 - Multimedia
 - ODBC
 - SQL
 - Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate data structures.

Required Courses (12 units)

Units

| | | |
|-------------|---|---|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-17A | C++ Programming: Objects | 3 |
| CIS/CSC-17B | C++ Programming: Advanced Objects | 3 |
| CIS/CSC-17C | C++ Programming: Data Structures | 3 |

CISCO NETWORKING (R) CE810

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of routing fundamentals, subnets and IP addressing schemes.
- Explain the command and steps required to configure router host tables, and interfaces within the RIP, EIGRP and OSPF protocols.
- Demonstrate an understanding of switching concepts and LAN design to include the use of Virtual LANs with LAN trunking configured by the Spanning Tree Protocol.
- Define and demonstrate the concepts of Cisco’s implementation of ISDN networking including WAN link options.

| Required Courses (16 units) | | Units |
|-----------------------------|-----------------------------|-------|
| CIS-26A | Cisco Networking Academy 1A | 4 |
| CIS-26B | Cisco Networking Academy 1B | 4 |
| CIS-26C | Cisco Networking Academy 1C | 4 |
| CIS-26D | Cisco Networking Academy 1D | 4 |

E-COMMERCE (R) CE807

The e-commerce certificate pattern readies the completer with the skills to design, market and implement an on-line business.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Design, develop and implement a sound business plan that readily translates into an on-line business.
- Devise the web-presence to enhance the business as a well laid out web site using eye catching graphics including animation as necessary.
- Develop and implement sound business practices for the web-site addressing the technological, social, and ethical issues of an on-line business.

| Required Courses (16.5 units) | | Units |
|-------------------------------|--|-------|
| BUS-10 | Introduction to Business | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |
| BUS-51 | Principles of E-Commerce | 3 |
| CIS-95A | Introduction to the Internet | 1.5 |
| Electives | From Group 1 | 3 |
| Electives | From Group 2 | 3 |
| Electives - Group 1 (3 units) | | Units |
| ADM-71 | Adobe Photoshop | 3 |
| CAT/CIS-56A | Designing Web Graphics | 3 |
| CAT/CIS-78A | Introduction to Adobe Photoshop | 3 |
| Electives - Group 2 (3 units) | | Units |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| CAT/CIS-76A | Introduction to Microsoft Expression Web | 3 |
| CAT/CIS-76B | Introduction to Dreamweaver | 3 |

JAVA PROGRAMMING (NR) CE809

Completion of this certificate provides the student with skills a new programmer would need to obtain employment programming Java applications.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create structured and Object code in Java for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using Java libraries create and run Java programs that incorporate the following:
 - Multiprocessors
 - Multimedia
 - JDBC
 - SQL
 - Establish client/server relationship.
- Using Java libraries create and run Java programs that incorporate data structures.

| Required Courses (12 units) | | Units |
|-----------------------------|---|-------|
| CIS/CSC-5 | Fundamentals of Programming Logic using C++ | 3 |
| CIS/CSC-18A | Java Programming: Objects | 3 |
| CIS/CSC-18B | Java Programming: Advanced Objects | 3 |
| CIS/CSC-18C | Java Programming: Data Structures | 3 |

RELATIONAL DATABASE MANAGEMENT TECHNOLOGY (R) CE816

Provides the skills necessary to present a view of data as a collection of rows and columns and manage these relational databases based on a variety of data models.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Present the data to the user as a set of relations.
- Provide relational operators to manipulate the data in tabular form.
- Use a modeling language to define the schema of each database hosted in the DBMS, according to the DBMS data model.
- Optimize data structures (fields, records, files and objects) to deal with very large amounts of data stored on a permanent data storage device.
- Create a database query language and report writer to allow users to interactively interrogate the database, analyze its data and update it according to the users privileges on data.
- Develop a transaction mechanism that would guarantee the ACID properties in order to ensure data integrity, despite concurrent user accesses and faults.

| Required Courses (15 units) | | Units |
|-----------------------------|---|-------|
| CIS/CSC-28A | MS Access Programming | 3 |
| CIS/CSC-61 | Introduction to Database Theory | 3 |
| CIS/CSC-62 | Microsoft Access DBMS: Comprehensive | 3 |
| CIS/CSC-63 | Introduction to Structured Query Language (SQL) | 3 |
| CIS/CAT-91 | Microsoft Project | 3 |

SYSTEMS DEVELOPMENT (R) CE806

The Systems Development mini certificate gives students the skills necessary to analyze, design, and develop an information system in any business environment that is involved in keeping data about various entities up-to-date and/or processing daily transactions.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of systems analysis as applied to the effective use of computers in business operations.
- Analyze user requirements in business operations applying structured analysis tools like Data Flow Diagrams, Data Dictionary and Process Description.
- Design various system components like output, input and user interface screens, reports, and normalized files.
- Demonstrate an understanding of various developmental methodologies including the use of CASE tools.
- Design relational database tables, queries, forms, reports, macros, validation rules in MS Access.
- Demonstrate how to document a database and how MS Access can interface with the Web, demonstrate error trapping, database security, and automating ActiveX Controls with VBA.
- Demonstrate an understanding of System Architecture, Implementation, Operations, Support and Security plus various tools for cost benefit analysis and project management.

| Required Courses (12 units) | | Units |
|-----------------------------|--------------------------------------|-------|
| CIS/CSC-2 | Fundamentals of System Analysis | 3 |
| CIS/CSC-20 | Systems Analysis and Design | 3 |
| CIS/CAT-91 | MicroSoft Project | 3 |
| CIS/CSC-28A | MS Access Programming | 3 |
| or | | |
| CIS/CSC-62 | MicroSoft Access DBMS: Comprehensive | 3 |

WEB MASTER (MNR)

CE820

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

Certificate Program

Core Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

| Required Courses (17 units) | | Units |
|---|---|-------|
| Core Requirements (6 units) | | |
| CIS-72A | Introduction to Web Page Creation | 1.5 |
| CIS-72B | Intermediate Web Page Creation using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-76B | Introduction to DreamWeaver | 3 |
| or | | |
| ADM-74 | Dreamweaver for Graphic Designers | 3 |
| In addition, choose one of the concentrations below | | 11 |

Web Designer Concentration

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/CAT-56A | Designing Web Graphics | 3 |
| or | | |
| CIS-CAT-78A | Introduction to Adobe Photoshop | 3 |
| or | | |
| ADM-71 | Adobe Photoshop | 3 |
| Electives | Choose from the list below | 5 |



Concentration Electives (5 units)

| | | |
|------------|---|---|
| CIS/CAT-81 | Introduction to Desktop Publishing using Adobe InDesign | 3 |
| or | | |
| ADM-63 | Adobe InDesign | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| or | | |
| ADM-77A | Adobe Illustrator | 3 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-89 | Applied Digital Media Portfolio | 1 |

Web Developer Concentration**Concentration Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- Use PHP to enhance a web site's capabilities by creating data driven web page content, custom form validation and processing, and database manipulation.

| Concentration Required Courses (11 units) | | Units |
|---|----------------------------------|-------|
| CIS/CSC-12 | PHP Dynamic Web Site Programming | 3 |
| CIS/CSC-14A | Web Programming: Java Script | 3 |
| Electives | (Choose from the list below) | 5 |

Concentration Electives (5 units)

| | | |
|-------------|---|-----|
| CIS/CAT-56A | Designing Web Graphics | 3 |
| or | | |
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| or | | |
| ADM-71 | Adobe Photoshop | 3 |
| CIS/CAT-54A | Introduction to Flash | 3 |
| or | | |
| ADM-67 | Web Animation with Flash | 3 |
| CIS-54B | Flash Scripting | 3 |
| CIS-72C | Introduction to XML | 1.5 |
| ADM-64 | Ethics and Legalities of Digital Manipulation | 1 |
| ADM-65 | Cross Platform File Management | 1 |
| ADM-89 | Applied Digital Media Portfolio | 1 |

COSMETOLOGY

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

COSMETOLOGY (R)

AS534/CE534

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry.

| Required Courses (47.5 units) | | Units |
|-------------------------------|--------------------------------|-------|
| COS-60A | Beginning Cosmetology Concepts | 11 |
| COS-60B | Level II Cosmetology Concepts | 10.5 |
| COS-60C | Level III Cosmetology Concepts | 10 |
| COS-60D | Level IV Cosmetology Concepts | 8 |
| COS-60E | Level V Cosmetology Concepts | 8 |

Evening students may take the following courses to meet the requirements for COS-60E

| | | |
|----------|------------------------------|---|
| COS-60E1 | Level V Cosmetology Concepts | 4 |
| COS-60E2 | Level V Cosmetology Concepts | 4 |

NOTE: Completion of cosmetology courses (each with a grade of "C" or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.

Associate in Science Degree

The Associate in Science Degree in Cosmetology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COSMETOLOGY BUSINESS ADMINISTRATION

Major Core Requirements

Certificate Program

| Required Courses (9 units) | | Units |
|----------------------------------|--|-------|
| ACC-1A | Principles of Accounting, I | 3 |
| BUS-10 | Introduction to Business | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| Major Concentration Requirements | | 12 |

NOTE: The Cosmetology Business Administration Certificate will be awarded to graduates of the Cosmetology Program, or Cosmetology License holders upon successful completion of all Cosmetology Business Administration Major Core Requirements and 12 units selected from the Major Concentration Requirements (total of 21 units) in order to receive the certificate in the concentration area of their choice.

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from one of the following concentrations:

Entrepreneurial Concentration

Management and Supervision Concentration

ENTREPRENEURIAL CONCENTRATION (R) AS537/CE537
Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.
- Apply knowledge of general business practices to specific cosmetology business situations.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Effectively communicate in small work groups.

| Select another 12 units from the following: | | Units |
|---|--|-------|
| ACC-1B | Principles of Accounting II | 3 |
| ACC-62 | Payroll Accounting | 3 |
| ART-39 | Design and Graphics | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |
| MKT-20 | Principles of Marketing | 3 |
| MKT-30 | Fashion Merchandising | 3 |
| MKT-40 | Advertising | 3 |
| MKT-41 | Techniques of Selling | 3 |
| MKT-42 | Retail Management | 3 |
| CAT-30 | Business English | 3 |

MANAGEMENT AND SUPERVISION (R)
CONCENTRATION

AS535/CE535

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Anticipate and solve problems relative to supervising personnel.
- Apply human resource management principles in the successful operation of a business.
- Effectively describe and apply basic management practices.
- Effectively communicate in small work groups.

| Select another 12 units from the following: | | Units |
|---|---|-------|
| ACC-1B | Principles of Accounting II | 3 |
| ACC-38 | Managerial Accounting | 3 |
| BUS-18A | Business Law I | 3 |
| BUS-18B | Business Law II | 3 |
| BUS-22 | Management Communications | 3 |
| BUS/MAG-47 | Applied Business and Management Ethics | 3 |
| MAG-44 | Principles of Management | 3 |
| MAG-46 | Contemporary Quality Systems Management | 3 |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MAG-56 | Human Resources Management | 3 |

Associate in Science Degree

The Associate in Science Degree in Cosmetology Business Administration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree.

COSMETOLOGY INSTRUCTOR TRAINING (R) CE675
Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

| Required Courses (15 units) | | Units |
|-----------------------------|---|-------|
| COS-61A | Level I Cosmetology Instructor Concepts | 7.5 |
| COS-61B | Level I Cosmetology Instructor Concepts | 7.5 |

ESTHETICIAN (R)**CE673****Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the cosmetology industry.

| Required Courses (17 units) | | Units |
|-----------------------------|-------------------------------|-------|
| COS-62A | Level I Esthetician Concepts | 8.5 |
| COS-62B | Level II Esthetician Concepts | 8.5 |

Completion of esthetician courses (each with a grade of “C” or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam. Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

CULINARY ARTS

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

CULINARY ARTS (R)**AS561/CE561****Certificate Program****Program Learning Outcomes**

Upon successful completion of this certificate program, students should be able to:

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts.
- Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate

presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

| Required Courses (27 units) | | Units |
|-----------------------------|-------------------------------|---------|
| CUL-36 | Introduction to Culinary Arts | 8 |
| CUL-37 | Intermediate Culinary Arts | 8 |
| CUL-38 | Advanced Culinary Arts | 8 |
| CUL-200 | Culinary Arts Work Experience | 1-2-3-4 |
| Electives | (Choose from list below) | 2 |

Electives (2 units)

| | | |
|--------|------------------------|---|
| CUL-20 | Fundamentals of Baking | 2 |
| CUL-22 | Cake Decorating I | 2 |

Associate in Science Degree

The Associate in Science Degree in Culinary Arts will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD EDUCATION

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

EARLY CHILDHOOD EDUCATION (MNR)**AS544/CE544**

This program provides an educational and practical foundation for students interested in working with children from infancy to third grade. In addition to theoretical principles the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. As students progress through the program they fulfill required coursework for the California Child Development permit and for the Early Childhood education/Assistant certificate, and Early Childhood Education 12 Core Units certificate.

Certificate Program**Program Learning Outcomes**

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.

- Plan and implement a curriculum based on a blend of routine and play activities.

| Required Courses (31 units) | | Units |
|-----------------------------|--|-------|
| EAR-19 | Observation and Assessment in Early Childhood Education | 3 |
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-25 | Teaching in a Diverse Society | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-30 | Practicum in Early Childhood Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |
| Electives | (Choose from list below) | 6 |
| Electives (6 units) | | |
| EAR-23 | Family Home Child Care Program | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-37 | School Age Child Care | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-39 | Mentor Seminar | .5 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| EAR-44 | Administration of Early Childhood Programs I | 3 |
| EAR-45 | Administration of Early Childhood Programs II | 3 |
| EAR-47 | Childhood Stress and Trauma | 3 |
| EAR-52 | Parenting: Parents as Teachers | 1 |
| EAR-53 | Parenting: Guiding Young Children-Approaches to Discipline | 2 |
| EAR-54 | Parenting: Contemporary Parenting Issues | 1 |
| EAR-55 | Parenting: Common Problems in Infancy and Childhood | 1 |
| ART-3 | Art for Teachers | 3 |
| EDU-1 | Teaching in the Multicultural Classroom | 3 |
| EDU-3 | Introduction to Literacy Instruction | 3 |
| EDU-4 | Introduction to Literacy/Service Learning | 1 |
| ENG-30 | Children's Literature | 3 |
| KIN-6 | Introduction to Physical Education for Preschool and Elementary Children | 3 |
| KIN-30 | First Aid and CPR | 3 |
| MUS-1 | Teaching Music to Young Children | 3 |
| SOC-45 | Childhood and Culture | 3 |

Child Development Permit

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate in Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood

Education Certificates are available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see www.academic.rcc.edu/earlychild/permit.jsp

Associate in Science Degree

The Associate in Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD INTERVENTION

AS601/CE601

ASSISTANT (MNR)

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

| Required Courses (31 units) | | Units |
|-----------------------------|--|-------|
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-40 | Introduction to Infants and Children with Disabilities and Other Special Needs | 3 |
| EAR-41 | Internship in Early Intervention/Special Education | 4 |
| EAR-42 | Child, Family, and Community | 3 |
| EAR-43 | Children with Challenging Behaviors | 3 |
| Electives | (Choose from list below) | 6 |



Electives (6 units)

| | | |
|--------|---|---|
| EAR-19 | Observation and Assessment in Early Childhood Education | 3 |
| EAR-26 | Health, Safety and Nutrition | 3 |
| EAR-31 | Home Visiting | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-38 | Adult Supervision in ECE/CD Classrooms | 3 |
| EAR-44 | Administration of Early Childhood Programs I | 3 |
| EAR-47 | Childhood Stress and Trauma | 3 |

Associate in Science Degree

The Associate in Science Degree in Early Childhood Intervention Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR) CE795

Certificate Program

Program Learning Outcomes

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (6 units) Units

Complete two courses from the list below:

| | | |
|--------|---|---|
| EAR-20 | Child Growth and Development | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| EAR-42 | Child, Family, and Community | 3 |

EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR) CE797

Certificate Program

Program Learning Outcomes

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (12 units) Units

| | | |
|--------|---|---|
| EAR-20 | Child 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) CE681

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

Required Courses (12 units) Units

| | | |
|--------|---|---|
| EAR-20 | Child Development | 3 |
| EAR-33 | Caring for Infants and Toddlers in Group Settings | 3 |
| EAR-34 | Curriculum Activities for Infants and Toddlers | 3 |
| EAR-35 | Internship in Infant and Toddler Care | 3 |

EDUCATION PARAPROFESSIONAL

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

EDUCATION PARAPROFESSIONAL (MR)**AS603/CE603****Certificate Program**

| Required Courses (28-30 units) | | Units |
|------------------------------------|---|-------|
| EDU-1 | Teaching in the Multicultural Classroom | 3 |
| EDU-3 | Introduction to Literacy Instruction | 3 |
| EDU-4 | Introduction to Literacy/Service Learning | 1 |
| COM-1/1H | Public Speaking | 3 |
| or | | |
| COM-9/9H | Interpersonal Communication | 3 |
| EAR-20 | Child Growth and Development | 3 |
| ENG-1A/1AH | English Composition | 4 |
| or | | |
| ENG-50 | Basic English Composition | 4 |
| HIS-6/6H | Political and Social History of the United States | 3 |
| or | | |
| HIS-7/7H | Political and Social History of the United States | 3 |
| Electives | (Choose from the list below) | 8-10 |
| Recommended Electives (8-10 units) | | |
| EAR-26 | Health, Safety and Nutrition | 3 |
| ENG-30 | Children's Literature | 3 |
| KIN-30 | First Aid and CPR | 3 |
| SPA-3N | Spanish for Spanish Speakers | 5 |

Associate in Science Degree

The Associate in Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FILM, TELEVISION AND VIDEO

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

FILM, TELEVISION AND VIDEO**AS641/CE641****PRODUCTION SPECIALIST (R)****Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

| Required Courses (29 units) | | Units |
|-----------------------------|--|-------|
| FTV-38 | Telecommunications Production Project | 3 |
| FTV-41 | Introduction to Telecommunications | 3 |
| FTV-42 | Writing for Broadcast Television and Radio | 3 |
| FTV-43 | Television Studio and Equipment | 3 |
| FTV-44 | Introduction to Television Production | 3.5 |
| FTV-45 | Television News Production | 3.5 |
| FTV-51 | Telecommunications Laboratory | 1 |

In addition, choose and complete courses from one emphasis below: 9

DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS

Core Requirements 20

Select another 9 units from the following:

| | | |
|---------|--|---------|
| FTV-52 | Telecommunications Laboratory | 2 |
| FTV-60 | Overview of Digital Media | 3 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| FTV-66 | Advanced Digital Editing | 3 |
| FTV-73 | Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 | Production Planning and Management | 3 |
| FTV-200 | Telecommunications Work Experience | 1-2-3-4 |
| ADM-68 | 3D Animation with Maya I | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ART-22 | Basic Design | 3 |
| ART-23 | Design and Color | 3 |
| ART-36 | Computer Art | 3 |
| PHO-8 | Introduction to Photography | 3 |



FILM PRODUCTION EMPHASIS

| | | |
|--|---|---------|
| Core Requirements | | 20 |
| Select another 9 units from the following: | | |
| FTV 12 | History of Film | 3 |
| FTV-48 | Short Film Production | 3 |
| FTV-52 | Telecommunications Laboratory | 2 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| FTV-65 | The Director’s Art in Filmmaking | 3 |
| FTV-66 | Advanced Digital Editing | 3 |
| FTV-68 | Story Development Process in the Entertainment Industry | 3 |
| FTV-69 | Script Supervising for Television and Film | 3 |
| FTV-70 | Scriptwriting Software using Final Draft | 1 |
| FTV-72 | Introduction to Lighting Design for Film and Television | 3 |
| FTV-73 | Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 | Production Planning and Management | 3 |
| FTV-200 | Telecommunications Work Experience | 1-2-3-4 |
| ADM-68 | 3D Animation with Maya I | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-71 | Adobe Photoshop | 3 |
| ENG-38 | Introduction to Screenwriting | 3 |
| PHO-8 | Introduction to Photography | 3 |
| THE-5 | Theatre Practicum | 3 |

SOUND ENGINEERING EMPHASIS

| | | |
|--|---|---------|
| Core Requirements | | 20 |
| Select another 9 units from the following: | | |
| FTV–11 | Sound Recording and Reinforcement Techniques | 3 |
| FTV-52 | Telecommunications Laboratory | 2 |
| FTV-63 | Multimedia Sound Design Techniques | 3 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| FTV-65 | The Director’s Art in Filmmaking | 3 |
| FTV-66 | Advanced Digital Editing | 3 |
| FTV-71 | Sound Engineering for Audio in Media | 3 |
| FTV-73 | Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 | Production Planning and Management | 3 |
| FTV-200 | Telecommunications Work Experience | 1-2-3-4 |
| MUS-8A | Music Technology I | 3 |

TELEVISION PRODUCTION EMPHASIS

| | | |
|--|--|---------|
| Core Requirements | | 20 |
| Select another 9 units from the following: | | |
| FTV-52 | Telecommunications Laboratory | 2 |
| FTV-64 | Digital Editing Principles and Techniques | 3 |
| FTV-66 | Advanced Digital Editing | 3 |
| FTV-67 | Introduction to Video Production | 2 |
| FTV-69 | Script Supervising for Television and Film | 3 |
| FTV-70 | Scriptwriting Software using Final Draft | 1 |
| FTV-73 | Introduction to Pro Tools Digital Audio Recording | 3 |
| FTV-74 | Production Planning and Management | 3 |
| FTV-200 | Telecommunications Work Experience | 1-2-3-4 |
| ADM-68 | 3D Animation with Maya I | 3 |
| ADM-69 | Motion Graphics and Compositing with After Effects | 3 |
| ADM-71 | Adobe Photoshop | 3 |

| | | |
|-------|-----------------------------|---|
| JOU-1 | Introduction to Journalism | 3 |
| JOU-7 | Mass Communications | 3 |
| PHO-8 | Introduction to Photography | 3 |
| THE-5 | Theatre Practicum | 3 |

Associate in Science Degree

The Associate in Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:

BASIC TELEVISION PRODUCTION (R) CE842

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (17 units) Units

| | | |
|--------|--|-----|
| FTV-38 | Telecommunications Production Project | 3 |
| FTV-42 | Writing for Broadcast Television and Radio | 3 |
| FTV-43 | Television Studio and Equipment | 3 |
| FTV-44 | Television Production | 3.5 |
| FTV-45 | Television News Production | 3.5 |
| FTV-51 | Telecommunications Laboratory | 1 |

GENERAL BUSINESS

See [BUSINESS ADMINISTRATION](#)

GRAPHICS TECHNOLOGY

See [APPLIED DIGITAL MEDIA AND PRINTING](#)

HUMAN SERVICES

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

HUMAN SERVICES (MR)**AS663/CE663****Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

| Required Courses (20 units) | | Units |
|-----------------------------|---|---------|
| HMS-4 | Introduction to Human Services | 3 |
| HMS-5 | Introduction to Evaluation and Counseling | 3 |
| HMS-6 | Introduction to Case Management | 3 |
| HMS-8 | Introduction to Group Process | 3 |
| HMS-16 | Public Assistance and Benefits | 1 |
| HMS-200 | Human Services Work Experience | 1-2-3-4 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|--------|---|---|
| HMS-7 | Introduction to Psychosocial Rehabilitation | 3 |
| HMS-13 | Employment Support Strategies | 3 |
| HMS-14 | Job Development | 3 |
| HMS-18 | Introduction to Social Work | 3 |
| HMS-19 | Generalist Practices of Social Work | 3 |

Associate in Science Degree

The Associate in Science Degree in Human Services will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:

EMPLOYMENT SUPPORT SPECIALIZATION (MR)**CE802**

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

Certificate Program**Program Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

| Required Courses (4 units) | | Units |
|----------------------------|--------------------------------|-------|
| HMS-13 | Employment Support Strategies | 3 |
| HMS-16 | Public Assistance and Benefits | 1 |

KINESIOLOGY

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS**Certificate Program**

Major Core Requirements:

| Required Courses (21 units) | | Units |
|-----------------------------|---|-------|
| KIN-4 | Nutrition | 3 |
| KIN-10 | Introduction to Kinesiology | 3 |
| KIN-12 | Sport Psychology | 3 |
| KIN-14 | Athletic and Fitness Organization and Admin | 3 |
| KIN-16 | Introduction to Athletic Training | 3 |
| KIN-30 | First Aid and CPR | 3 |
| KIN-35 | Foundations for Fitness and Wellness | 3 |

In addition, choose and complete courses from one emphasis below: 3-10

FITNESS PROFESSIONS EMPHASIS (R)**AS595/CE595****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well being and lifelong learning.

| | |
|------------------------|-------|
| (Total of 24-25 units) | Units |
|------------------------|-------|

| | |
|-------------------|----|
| Core Requirements | 21 |
|-------------------|----|

Take one of the following:

| | | |
|--------|---|---|
| KIN-42 | Lifeguarding/Title 22 First Aid/ Water Safety Instructor | 4 |
| KIN-43 | Personal Training | 3 |
| KIN-44 | Yoga Instructor Training | 3 |
| KIN-45 | Group Fitness Instructor | 3 |

ATHLETIC TRAINING EMPHASIS (R)**AS597/CE597****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.
- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

| | |
|---------------------|-------|
| (Total of 29 units) | Units |
|---------------------|-------|

| | |
|-------------------|----|
| Core Requirements | 21 |
|-------------------|----|

| | | |
|--------|---|-----|
| KIN-21 | Athletic Training Applications (Must take two times) | 2-2 |
|--------|---|-----|

and

Take two of the following:

| | | |
|--------|--|---|
| KIN-17 | Athletic Training, Fall Sports, Lower Extremity | 2 |
| KIN-18 | Athletic Training, Spring Sports, Upper Extremity | 2 |
| KIN-19 | Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip | 2 |
| KIN-20 | Athletic Training, Spring Sports, General Medical | 2 |

COACHING EMPHASIS (R)**AS599/CE599****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

| | |
|------------------------|-------|
| (Total of 30-31 units) | Units |
|------------------------|-------|

| | |
|-------------------|----|
| Core Requirements | 21 |
|-------------------|----|

| | |
|---------------------------------|---|
| Elective from Group 1 Electives | 3 |
|---------------------------------|---|

| | |
|---------------------------------|-----|
| Elective from Group 2 Electives | 3-4 |
|---------------------------------|-----|

| | |
|---------------------------------|---|
| Elective from Group 3 Electives | 1 |
|---------------------------------|---|

| | |
|---------------------------------|---|
| Elective from Group 4 Electives | 1 |
|---------------------------------|---|

| | |
|---------------------------------|---|
| Elective from Group 5 Electives | 1 |
|---------------------------------|---|

Group 1 Electives (3 units)

| | | |
|--------|---------------------------------|---|
| KIN-24 | Sports Officiating, Fall Sports | 3 |
|--------|---------------------------------|---|

| | | |
|--------|-----------------------------------|---|
| KIN-25 | Sports Officiating, Spring Sports | 3 |
|--------|-----------------------------------|---|

Group 2 Electives (3-4 units)

| | | |
|--------|-------------------------|---|
| KIN-26 | Foundations of Coaching | 3 |
|--------|-------------------------|---|

| | | |
|--------|-----------------|---|
| KIN-27 | Football Theory | 3 |
|--------|-----------------|---|

| | | |
|--------|-------------------|---|
| KIN-28 | Basketball Theory | 3 |
|--------|-------------------|---|

| | | |
|--------|---------------|---|
| KIN-29 | Soccer Theory | 3 |
|--------|---------------|---|

| | | |
|--------|-----------------|---|
| KIN-33 | Baseball Theory | 3 |
|--------|-----------------|---|

| | | |
|--------|-----------------|---|
| KIN-34 | Softball Theory | 3 |
|--------|-----------------|---|

| | | |
|--------|---|---|
| KIN-42 | Lifeguarding/Title 22 First Aid/Water Safety Instructor | 4 |
|--------|---|---|

Group 3 Electives - Individual Activity Courses (1 unit)

| | | |
|---------|-------------------|---|
| KIN-A11 | Tennis, Beginning | 1 |
|---------|-------------------|---|

| | | |
|---------|----------------------|---|
| KIN-A12 | Tennis, Intermediate | 1 |
|---------|----------------------|---|

| | | |
|---------|-----------------|---|
| KIN-A13 | Tennis Advanced | 1 |
|---------|-----------------|---|

| | | |
|---------|-----------------|---|
| KIN-A20 | Golf, Beginning | 1 |
|---------|-----------------|---|

| | | |
|---------|--------------------|---|
| KIN-A21 | Golf, Intermediate | 1 |
|---------|--------------------|---|

| | | |
|---------|---|---|
| KIN-A28 | Swimming, Basic Skills and Aquatic Exercise | 1 |
|---------|---|---|

| | | |
|---------|-------------------------------|---|
| KIN-A29 | Swimming, Intermediate Skills | 1 |
|---------|-------------------------------|---|

| | | |
|---------|--|---|
| KIN-A30 | Swimming, Advanced Skills and Conditioning | 1 |
|---------|--|---|

| | | |
|---------|---|---|
| KIN-A33 | Track and Field: Running Event Techniques | 1 |
|---------|---|---|

| | | |
|---------|---|---|
| KIN-A34 | Track and Field: Field Event Techniques | 1 |
|---------|---|---|

Group 4 Electives - Team Activity Courses (1 unit)

| | | |
|---------|------------------------------------|---|
| KIN-A50 | Baseball Fundamentals, Defensive | 1 |
| KIN-A51 | Baseball Fundamentals, Offensive | 1 |
| KIN-A52 | Fast Pitch Fundamentals, Offensive | 1 |
| KIN-A53 | Fast Pitch Fundamentals, Defensive | 1 |
| KIN-A54 | Fast Pitch Softball Fundamentals | 1 |
| KIN-A57 | Basketball | 1 |
| KIN-A60 | Football Fundamentals, Defensive | 1 |
| KIN-A61 | Football Fundamentals, Offensive | 1 |
| KIN-A62 | Flag Football | 1 |
| KIN-A64 | Soccer | 1 |
| KIN-A67 | Volleyball, Beginning | 1 |
| KIN-A68 | Volleyball, Intermediate | 1 |
| KIN-A69 | Volleyball, Advanced | 1 |

Group 5 Electives - Fitness Activity Courses (1 unit)

| | | |
|---------|--|---|
| KIN-A31 | Water Aerobics and Deep Water Exercise | 1 |
| KIN-A74 | Hiking and Backpacking | 1 |
| KIN-A75 | Walking for Fitness | 1 |
| KIN-A77 | Jogging for Fitness | 1 |
| KIN-A78 | Long Distance Running | 1 |
| KIN-A80 | Triathlon Techniques | 1 |
| KIN-A81 | Physical Fitness | 1 |
| KIN-A86 | Step Aerobics | 1 |
| KIN-A87 | Step Aerobics, Intermediate | 1 |
| KIN-A88 | Step Aerobics, Advanced | 1 |
| KIN-A90 | Weight Training | 1 |
| KIN-A92 | Weight Training, Advanced | 1 |

Associate in Science Degree

The Associate in Science Degree in Kinesiology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

MANAGEMENT

See [BUSINESS ADMINISTRATION](#)

MARKETING

See [BUSINESS ADMINISTRATION](#)

MUSIC**AA680**

An Associate in Arts degree in Music from Riverside City College represents the attainment of a high level of musical proficiency, a level that prepares students for careers in music. The program also serves students interested in transferring to four-year universities.

Associate in Arts Degree**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to hear, identify and work conceptually with all elements of music through dictation, sight-reading, musical analysis and basic keyboard proficiency.
- Perform standard repertoire appropriate to their performance area as individuals or members of ensembles.
- Create derivative or original music in both extemporaneous and written form.

Required Courses (18-22 units)

Units

Applied Music*

Select a minimum of 6 units from the following:

| | | |
|---------|-------------------------------------|---|
| MUS-12 | Advanced Applied Piano | 3 |
| MUS-38 | Beginning Applied Music Training | 2 |
| MUS-39 | Intermediate Applied Music | 3 |
| MUS-78 | Beginning Applied Music Training II | 2 |
| MUS-79 | Advanced Applied Music | 3 |
| MUS-P12 | Intermediate Applied Piano | 3 |

Keyboard Skills*

Select a minimum of 1 unit from the following:

| | | |
|---------|----------------------------|---|
| MUS-12 | Advanced Applied Piano | 3 |
| MUS-32 | Class Piano 1 | |
| MUS-53 | Keyboard Proficiency | 1 |
| MUS-P12 | Intermediate Applied Piano | 3 |
| MUS-P36 | Piano Ensemble | 1 |

Music Theory and Music Literature

Select 8 units from the following:

| | | |
|-------|-----------------------|---|
| MUS-3 | Fundamentals of Music | 4 |
| MUS-4 | Music Theory I | 4 |
| MUS-5 | Music Theory II | 4 |
| MUS-6 | Music Theory III | 4 |

Performing Ensembles*

Select a minimum of 3 units from the following:

| | | |
|--------|------------------------------|-----|
| MUS-28 | Riverside Community Symphony | 2 |
| MUS-29 | Concert Choir | 1 |
| MUS-31 | College Choir | 1 |
| MUS-33 | Vocal Jazz Ensemble | 2 |
| MUS-34 | Vocal Jazz Lab | 1 |
| MUS-35 | Vocal Music Ensembles | 1 |
| MUS-41 | Chamber Singers | 2 |
| MUS-42 | Wind Ensemble | 2 |
| MUS-44 | Jazz Ensemble | 2 |
| MUS-48 | Marching Band | 2 |
| MUS-50 | Master Chorale | 1 |
| MUS-51 | Men's Ensemble | 1 |
| MUS-54 | Community Jazz Ensemble | 0.5 |
| MUS-55 | Community Concert Band | 1 |



| | | |
|---------|--------------------------|-----|
| MUS-56 | Summer Concert Band | 0.5 |
| MUS-57 | Gospel Singers | 1 |
| MUS-58 | Gospel Choir | 1 |
| MUS-68 | Community Symphony | 2 |
| MUS-69 | Festival Choir | 1 |
| MUS-71 | College Chorus | 1 |
| MUS-73 | Vocal Jazz Singers | 2 |
| MUS-75 | Advanced Vocal Ensembles | 1 |
| MUS-77 | Guitar Ensemble | 2 |
| MUS-80 | Master Singers | 1 |
| MUS-81 | Consort Singers | 2 |
| MUS-82 | Wind Symphony | 2 |
| MUS-83 | Advanced Chamber Choir | 1 |
| MUS-84 | Jazz Orchestra | 2 |
| MUS-94 | Community Jazz Orchestra | 0.5 |
| MUS-95 | Community Symphony Band | 1 |
| MUS-P28 | Symphony Strings | 2 |
| MUS-P36 | Piano Ensemble | 1 |
| MUS-P44 | Jazz Lab Band | 1 |
| MUS-P77 | Advanced Guitar Ensemble | 2 |
| MUS-P84 | Jazz Lab Orchestra | 1 |

*Applied Music, Keyboard Skills and Performance Ensemble courses may each be taken four times for credit.

Associate in Arts Degree

The Associate in Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

NOTE REGARDING TRANSFER: Most four-year universities require that a music student's first two years of study include: 1) music theory (including musicianship), 2) music history, 3) private study of voice or an instrument, 4) participation in a performance group, and 5) piano skills. Placement exams are given by these institutions to determine student comprehension and eligibility for enrollment. Additional courses beyond the RCC Music AA degree may be required to meet four-year university lower division requirements. Students planning to transfer to a four-year college or university should complete that school's lower division music major curriculum and the appropriate general education pattern. Course requirements at the transfer institution are subject to change and may be verified by a counselor or by consulting the current university catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

JAZZ PERFORMANCE (R) CE852
Prepares individuals for a career in music as jazz performers. Fulfills a portion of the Associate in Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze, practice and interpret jazz and popular music chord symbols.
- Demonstrate the ability to analyze, learn, and perform standard jazz literature.

- Prepare a program, program notes or other materials related to the recital repertoire in cooperation with the instructor or recital coordinator.

| Required Courses (17 units) | | Units |
|--|---|-------|
| MUS-25 | Jazz Appreciation | 3 |
| MUS-36 | Instrumental Chamber Ensembles (1 semester) | 1.5 |
| MUS-39 | Intermediate Applied Music (2 semesters) | 6 |
| MUS-43 | Jazz Improvisation and Theory (1 semesters) | 1 |
| MUS-52 | Recital Performance | .5 |
| MUS-74 | Jazz Proficiency | 1 |
| Performing Ensemble (Choose from list below) | | 4 |

Performing Ensembles

| | | |
|--------|-----------------------------------|---|
| MUS-33 | Vocal Jazz Ensemble (2 semesters) | 4 |
| or | | |
| MUS-44 | Jazz Ensemble (2 semesters) | 4 |

MUSIC PERFORMANCE (R) CE851

Prepares individuals for a career in music as performers. Fulfills a portion of the Associate in Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare and coordinate a recital with piano accompaniment, and/or chamber ensemble. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

| Required Courses (17.5 units) | | Units |
|--|--|-------|
| MUS-39 | Intermediate Applied Music (3 semesters) | 9 |
| MUS-52 | Recital Performance (25 minute solo program) | .5 |
| Performing Ensemble (Choose from list below) | | 8 |

Performing Ensembles (8 units—4 semesters)

| | | |
|--------|------------------------------|---|
| MUS-28 | Riverside Community Symphony | 2 |
| MUS-33 | Vocal Jazz Ensemble | 2 |
| MUS-41 | Chamber Singers | 2 |
| MUS-42 | Wind Ensemble | 2 |
| MUS-44 | Jazz Ensemble | 2 |
| MUS-48 | Marching Band | 2 |
| MUS-77 | Guitar Ensemble | 2 |

MUSIC TECHNOLOGY (R) CE850

Prepares individuals for careers in music recording, music composition and music production using state-of-the-art music technology. Fulfills a portion of the Associate in Arts degree in Music.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

| Required Courses (17 units) | | Units |
|-----------------------------|---|-------|
| MUS-3 | Fundamentals of Music | 4 |
| MUS-8A | Music Technology I | 3 |
| MUS-8B | Music Technology II | 3 |
| MUS-9 | MIDI/Digital Audio Composition and Film Scoring | 3 |
| MUS-10 | MIDI/Digital Audio Music Production | 3 |
| MUS-32 | Class Piano | 1 |

PIANO PERFORMANCE (R) CE853

Prepares individuals for a career in music as piano performers. Fulfills a portion of the Associate in Arts degree in Music.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Prepare and perform in a solo piano recital and/or chamber ensemble performance. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and/or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

| Required Courses (16.5-17.5 units) | | Units |
|---|--|-------|
| MUS-P12 | Intermediate Applied Piano (4 semesters) | 12 |
| MUS-52 | Recital Performance (25 minute solo program) | .5 |
| Performing Ensembles (Choose from list below) | | 4-5 |
| Performing Ensembles | | |
| MUS-P36 | Piano Chamber Ensemble | 1 |
| MUS-36 | Instrumental Chamber Ensemble | 1.5 |

NURSING**REGISTERED NURSING PROGRAM (R) AS586**

This program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirm, or other individuals or groups. This includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

Associate in Science Degree in Registered Nursing**Program Learning Outcomes**

- Demonstrate critical thinking competencies using the nursing process as a basis for clinical decision-making by incorporating established nursing interventions which assist clients with common recurring health-illness problems at the primary, secondary, and tertiary levels of care.
- Apply leadership principles and management skills using collaboration in planning, delegating, supervising, and evaluating nursing care as it relates to complex situations.
- Demonstrate flexibility and innovation in adapting delivery of care according to the healthcare setting and healthcare policy system.
- Manage and coordinate care for a group of clients by assessing the skills of licensed and unlicensed assistive personnel, and delegating tasks appropriately based on complexity of client problems and skills of team members.
- Assume accountability for the delegation of client care to best meet client outcomes by supervising, teaching, and evaluating licensed and unlicensed assistive personnel.
- Use appropriate channels of communication when collaborating with multidisciplinary healthcare members to achieve client outcomes.
- Advocate for client rights while ensuring client and organizational confidentiality at all times.
- Manage care for groups of clients in diverse settings by supporting the client when making healthcare and end-of-life decisions.
- Demonstrate effective problem-solving and fair conflict resolution to achieve positive client outcomes.
- Manage resources, balancing quality care with cost containment.
- Demonstrate competence with current technologies to support and communicate the planning and provision of client care.
- Practice within the ethical and legal framework of nursing, including the California Nurse Practice Act, and report unsafe or illegal practices using appropriate channels of communication.
- Uses the ANA" Standards of Practice and the Code of Ethics (ANA) for nurses to guide and evaluate nursing practice.
- Demonstrate professional behaviors, accountability for own nursing practice/competency and those duties delegated or assigned to others, including peer review.
- Demonstrate a foundation for cultural competence.

- Practice self-regulation assuming responsibility for updating knowledge base and clinical practice.
- Evaluate, reassess and adapt practice consistently and in response to constructive criticism or suggestions for improvement.
- Implement a plan for life-long learning, self-development, and self-care.
- Facilitate and apply evidence-based nursing practice.
- Contribute to the profession of nursing through mentoring, role modeling, participating in quality improvement activities, professional and organizational committees, and political action affecting healthcare.
- Demonstrate caring behaviors toward clients, peers, self, and other members of the healthcare team that builds positive team relationships, promotes organizational goals, and contributes to a healthy work environment.
- Delineate and maintain appropriate professional boundaries in the nurse-client relationship.
- Demonstrate successful performance on NCLEX-RN.
- Obtain employment as a competent professional ADN entry-level registered nurse.

The Associate in Science Degree in Registered Nursing will be awarded upon successful completion of the following courses:

| Required Courses (72 units) | Units |
|--|-------|
| AMY-2A Anatomy and Physiology I | 4 |
| AMY-2B Anatomy and Physiology II | 4 |
| MIC-1 Microbiology | 4 |
| Nursing 17 or 18 is required within one year prior to enrollment for all advanced placement/transfer students. | |
| PSY-9 Developmental Psychology (<i>PSY-9 required prior to NRN-2</i>) | 3 |
| SOC-1 Introduction to Sociology | 3 |
| or | |
| ANT-2 Cultural Anthropology | 3 |
| ENG-1A/1AH English Composition | 4 |
| American Institutions | 3 |
| Analytical Thinking | 3 |
| COM-1/1H or COM-9/9H | 3 |
| Elective Humanities | 3 |
| NRN-1 Introduction to Nursing Concepts and Practice | 8 |
| NRN-2 Beginning Nursing Concepts of Health and Illness | 8.5 |
| NRN-3 Intermediate Nursing Concepts of Health and Illness | 9 |
| NRN-4 Advanced Nursing Concepts of Health and Illness | 9 |
| NRN-15 Introduction to Nursing Roles and Relationships | 2 |
| NRN-16 Dimensions of AD-Registered Nursing | 1.5 |

VOCATIONAL NURSING (R)

AS588/CE588

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. This includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

Certificate Program

Program Learning Outcomes

Based on the nature of man, the stages of his life cycle and respecting his individual differences, the graduate of the Riverside City College Vocational Nursing Program will be a:

I. Provider of Care

Under the direction of the registered professional nurse, apply critical thinking as the basis for using the nursing process to assist clients with common, well defined health illness needs.

- Assess clients and communicate information that contributes to the nursing data base.
- Applying knowledge of Maslow's hierarchy of human needs and Erikson's stages of growth and development, participate in the development of the plan of care using established nursing diagnoses for clients with common, well defined health illness needs.
- Using fundamental biopsychosocial principles, perform basic therapeutic and preventive nursing measures.
 - Use basic therapeutic communication techniques which promote positive relationships with clients, families, and multidisciplinary healthcare team members.
 - Perform basic health teaching during routine care as directed by the professional nurse to clients with common, well defined health illness needs.
 - Organize nursing care measures to give appropriate care to individual and/or multiple clients by prioritizing client(s) needs and implementing interventions.
 - Collaborate with healthcare team members to deliver holistic nursing care.
- Participate in evaluating the nursing care given and in modifying the plan of care as appropriate.
- Using collaboration, provide leadership and supervision to unlicensed assistive personnel to whom tasks have been delegated.
- Serve as an advocate for client rights, while ensuring client confidentiality at all times.
- Demonstrate competence with current technologies.

II. Member within the Discipline of Nursing

Function as a member of the healthcare team by:

- Evaluate and demonstrate accountability for own performance according to ethical-legal standards and role of the vocational nurse in the healthcare delivery system.
- Seek assistance as necessary to ensure that appropriate nursing standards are maintained.
- Assess own knowledge and skills level to determine need for on-going study and participate in continuing nursing education in a changing health field.
- Within professional boundaries, demonstrate caring

behaviors toward peers and other members of the multidisciplinary healthcare team.

- Acknowledge the responsibility of nurses to contribute to the profession of nursing through participation on committees and in organizations.

| Required Courses (51 units) | | Units |
|-----------------------------|---|-------|
| AMY-10 | Survey of Human Anatomy and Physiology | 3 |
| NVN-50 | Introductory Vocational Nursing Foundations | 2 |
| NVN-51 | Introductory Concepts of Vocational Nursing-Health/Illness | 3 |
| NVN-52 | Introductory Concepts of Vocational Nursing-Nursing Fundamentals | 9.5 |
| NVN-60 | Intermediate Vocational Nursing Foundations-Nursing Process/Communication | 1 |
| NVN-61 | Intermediate Concepts of Vocational Nursing-Care of the Family | 6 |
| NVN-62 | Intermediate Concepts of Vocational Nursing-Medical/Surgical | 12 |
| NVN-63 | Intermediate Concepts of Vocational Nursing-Mental Health | 3 |
| NVN-70 | Advanced Vocational Nursing Foundations-Role Transition | 1 |
| NVN-71 | Advanced Concepts of Vocational Nursing-Medical/Surgical | 7.5 |
| PSY-9 | Developmental Psychology | 3 |

Associate in Science Degree

The Associate in Science Degree in Vocational Nursing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

CRITICAL CARE NURSE (R) CE581

Certificate Program

Program Learning Outcomes

Upon successful completion of the program, students should be able to:

- Identify environmental factors influencing the role of the critical care nurse.
- Develop constructive personal coping behaviors to be utilized when functioning as a critical area nurse.
- Identify ethical dilemmas and legal issues related to critical care nursing.
- Demonstrate the management of technical equipment commonly used.
- Identify methods for data collection utilized in patient assessment.
- Analyze pathophysiological behaviors of the major body systems.
- Incorporate assessment findings and patient responses into the delivery of patient care.
- Recognize signs and symptoms related to patient diagnosis frequently treated in critical care.
- Prioritize and organize care of the critically ill patient.
- Apply treatment protocols based on critical care policies, procedures, and professional standards.

- Implement interventions to meet the psychosocial needs of the critical care patient/family.
- Develop a collaborative and collegial working relationship with other healthcare team members.

Prerequisite: Completion of the RN program is required prior to enrolling in this course.

| Required Courses (5 units) | | Units |
|----------------------------|-----------------------|-------|
| NXN-81 | Critical Care Nursing | 5 |

NURSING ASSISTANT (R)

CE584

This program prepares individuals to perform routine nursing related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

The certificate program noted below is incorporated into the VN programs. For a stand alone CNA course, please see HET-80 under Healthcare Technician or call 951-571-6135 for more information.

Certificate Program

Program Learning Outcomes

- Classify the basic human needs according to Maslow's hierarchy and apply the knowledge of these needs to the care of Level I patients (Middle, Older, and Very Old Adults).
- Describe the following eleven developmental psychosocial stages in the life cycle, according to Erikson/Newman and Newman.
- Assess the position of the patient from maximum health to death, according to the health-illness continuum.
- Demonstrate beginning critical thinking in using the nursing process with Level I patients' chronic health problems in various settings.
- Identify the three roles of the Associate Degree Nurse inherent within the outcome objectives of the nursing program.
- Demonstrate math/medication competency in calculations and drug dosages.
- Identify the competencies needed for a new graduate nurse in the current healthcare delivery system.
- Refer to the School of Nursing Associate Degree Nursing Program Level Objectives.

| Required Courses (9.5 - 10 units) | | Units |
|-----------------------------------|--|-------|
| NRN-11 | Foundations of Nursing Practice Across the Lifespan | 9.5 |
| and | | |
| NRN-11A | Nursing Learning Laboratory | .5 |
| or | | |
| NVN-52 | Introductory Concepts of Vocational Nursing-Nursing Fundamentals | 9.5 |

PARALEGAL STUDIES

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting.

This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

PARALEGAL STUDIES (R)**AS591****Associate in Science Degree****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Produce written legal documents involved in litigation.
- Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/client relationship.

| | |
|-------------------------------|-------|
| Required Courses (37.5 units) | Units |
|-------------------------------|-------|

Level I Courses:

| | | |
|------------|---|---|
| BUS-18A | Business Law I | 3 |
| PAL-10 | Introduction to Paralegal Studies | 3 |
| PAL-64 | Legal Research and Computer Applications | 3 |
| PAL-68 | Civil Litigation and Procedures I | 3 |
| CAT/CIS-80 | Word Processing: Microsoft Word for Windows | 3 |
| or | | |
| CAT/CIS-84 | Word Processing: WordPerfect for Windows | 3 |

Level II Courses:

| | | |
|---------|--|-----|
| BUS-18B | Business Law II | 3 |
| PAL-14 | Legal Ethics | 3 |
| PAL-70 | Law Office Policies, Procedures and Ethics | 1.5 |
| PAL-72 | Legal Analysis and Writing | 3 |
| PAL-78 | Civil Litigation and Procedures II | 3 |

Specialty Courses (Select 9 units from the following)

| | | |
|--------|---|-----|
| ACC-1A | Principles of Accounting I | 3 |
| PAL-80 | Internship Project | 1.5 |
| PAL-81 | Bankruptcy Law and Procedures | 3 |
| PAL-83 | Estate Planning and Probate Procedures | 3 |
| PAL-85 | Family Law and Procedures | 3 |
| PAL-87 | Trial Practice Preparation and Procedures | 3 |
| RLE-82 | Legal Aspects of Real Estate | 3 |

Associate in Science Degree

The Associate in Science Degree in Paralegal Studies will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

PHOTOGRAPHY

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

PHOTOGRAPHY (R)**AS592/CE592**

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate competency in manipulating aperture, shutter and focal length to create a proper exposure as well as control action and depth of field for use in specialized situations
- Identify, describe and demonstrate formal concepts of photographic composition
- Define and demonstrate elements of lighting for still life and portraiture
- Modify images through the use of digital manipulation of pixels using channels, color adjustments and layer blend modes
- Produce a portfolio of work demonstrating technical competencies and aesthetic merit

| | |
|-----------------------------|-------|
| Required Courses (18 units) | Units |
|-----------------------------|-------|

| | | |
|--------|-------------------------------------|---|
| PHO-8 | Introduction to Photography | 3 |
| or | | |
| PHO-20 | Introduction to Digital Photography | 3 |
| and | | |
| PHO-9 | Intermediate Photography | 3 |
| PHO-10 | Advanced Photography | 3 |
| PHO-12 | Photojournalism | 3 |
| PHO-14 | Lighting for Portraiture | 3 |
| PHO-17 | Introduction to Color Photography | 3 |

Associate in Science Degree

The Associate in Science Degree in Photography will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

REAL ESTATESee [BUSINESS ADMINISTRATION](#)**RETAIL MANAGEMENT/WAFC**

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

RETAIL MANAGEMENT/WAFC (NR) AS536/CE536
(WESTERN ASSOCIATION OF FOOD CHAINS)
Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations.
- Create and use basic word processing documents, spread sheets and visual (power point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts.
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

| Required Courses (30 units) | | Units |
|-----------------------------|--|-------|
| ACC-1A | Principles of Accounting I | 3 |
| or | | |
| ACC/CAT-55 | Applied Accounting/Bookkeeping | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-22 | Management Communications | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| CIS/CAT/BUS-3 | Computer Applications for Business | 3 |
| COM-1/1H | Public Speaking | 3 |
| or | | |
| COM-9/9H | Interpersonal Communication | 3 |
| or | | |
| MAG-57 | Oral Communications | 3 |
| MAG-56 | Human Resources Management | 3 |
| MAG-44 | Principles of Management | 3 |
| or | | |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MKT-20 | Principles of Marketing | 3 |
| MKT-42 | Retail Management | 3 |

Associate in Science Degree

The Associate in Science Degree in Retail Management/WAFC will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

SIGN LANGUAGE INTERPRETING

This program prepares individuals to function as simultaneous and consecutive interpreters as well as transliterators of American Sign Language (ASL) and other signing systems employed to assist deaf and hard-of-hearing people, both voice-to-sign and sign-to-voice interpretation. This includes instruction in American Sign Language (ASL), alternative sign systems, fingerspelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.

SIGN LANGUAGE INTERPRETING (R) AS505/CE505
Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Produce documented completion of a total of 54 observation hours, 27 mentorship hours, and 92 practicum hours.
- Provide a completed portfolio, including, but not limited to, a resume, an introductory letter, business cards, intake form, invoice form, and Interpreter Kit.
- Demonstrate entry-level interpreting skills before an exiting panel at the end of the 4th interpreting skills class.

| Required Courses (28.5 units) | | Units |
|-------------------------------|---|-------|
| AML-5 | Sign Language for Interpreters | 4 |
| AML-10 | Introduction to Sign Language Interpreting | 3 |
| AML-11 | Interpreting I | 4.5 |
| AML-12 | Interpreting II | 4.5 |
| AML-13 | Interpreting III | 4.5 |
| AML-14 | Interpreting IV/Practicum | 2 |
| AML-20 | Ethics and Professional Standards of Interpreting | 3 |
| AML/SOC-22 | American Deaf Culture | 3 |

Associate in Science Degree

The Associate in Science Degree in Sign Language Interpreting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

TELECOMMUNICATIONSSee [FILM, TELEVISION, AND VIDEO PRODUCTION](#)

WELDING TECHNOLOGY

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; Oxyacetylene and Plasma cutting of ferrous and non-ferrous materials. Including, welding metallurgy, structural welding safety, and applicable codes and standards.

WELDING TECHNOLOGY (R) AS606/CE606

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Ability to work safely within the welding industry.
- Obtain skills necessary to obtain an entry-level job within the welding/construction industry.
- Demonstrate knowledge of SMAW, FCAW, GMAW, and GTAW welding processes.
- Obtain skills necessary to properly set up equipment used in the various welding processes.

| Required Courses (36 units) | | Units |
|-----------------------------|--|-------|
| WEL-15 | Intro. to Basic Shielded Metal Arc Welding | 3 |
| WEL-16 | Advanced Shielded Metal Arc Welding | 3 |
| WEL-35 | Semi-Automatic Welding | 3 |
| WEL-55A | Gas Tungsten Arc Welding-Plate Material | 3 |
| WEL-55B | Gas Tungsten Arc Welding-Exotic Metals | 3 |
| WEL-60 | Advanced Pipe and Plate Laboratory | 2 |
| WEL-61 | Certification for Licensing of Welding | 3 |
| ENE-21 | Drafting | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| ENG-50 | Basic English Composition | 4 |
| Electives | (Choose from list below) | 6 |

Electives (6 units)

| | | |
|---------|--------------------------------------|---------|
| ENE-51 | Blueprint Reading | 2 |
| WEL-25 | Introduction to Oxyacetylene Welding | 3 |
| WEL-34 | Metal Joining Processes | 2 |
| WEL-200 | Welding Work Experience | 1-2-3-4 |

Associate in Science Degree

The Associate in Science Degree in Welding Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:

STICK WELDING (SMAW) (R) CE824

This certificate provides students with the technical knowledge and skill in oxyacetylene cutting, and SMAW welding to be able to enter into the welding career of either the field or shop environment. With these new skills, students will be able to obtain entry level employment.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability of SMAW process, safety, and oxyacetylene cutting.
- Demonstrate advanced knowledge and ability of SMAW, welding symbols, and safety.
- Differentiate between each of the welding process used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (11 units) Units

| | | |
|--------|--|---|
| WEL-15 | Introduction to Basic Shielded Metal Arc Welding | 3 |
| WEL-16 | Advanced Shielded Metal Arc Welding | 3 |
| WEL-34 | Metal Joining Processes | 2 |
| WEL-61 | Certification for Licensing of Welders | 3 |

TIG WELDING (GTAW) (R) CE819

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and GTAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability in oxyacetylene cutting, beginning SMAW welding process, and safety.
- Demonstrate knowledge and ability in the GTAW welding process, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (11 units) Units

| | | |
|---------|--|---|
| WEL-15 | Introduction to Basic Shielded Metal Arc Welding | 3 |
| WEL-34 | Metal Joining Processes | 2 |
| WEL-55A | Gas Tungsten Arc Welding-Plate Materials | 3 |
| WEL-61 | Certification for Licensing of Welders | 3 |

WIRE WELDING (FCAW, GMAW) (R) CE818

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and FCAW/GMAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment.

Certificate Program**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability of beginning level of SMAW welding process, safety, and oxyacetylene cutting.
- Demonstrate knowledge and ability of the FCAW and GMAW welding processes, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

| Required Courses (11 units) | Units |
|---|-------|
| WEL-15 Introduction to Basic Shielded Metal Arc Welding | 3 |
| WEL-34 Metal Joining Processes | 2 |
| WEL-35 Semi-Automatic Welding | 3 |
| WEL-61 Certification for Licensing of Welders | 3 |





Section VI
COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at www.curricunet.com/RCCD.

The program of instruction is divided into major categories:

IGETC

Intersegmental general education transfer curriculum is a series of courses that RCCD students may use to satisfy lower division general education requirements at any CSU or UC campus. IGETC provides an option to the California State University general education requirements and replaces the University of California Transfer Code Curriculum.

UC/CSU

These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three colleges. When in doubt, students are advised to confer with a counselor.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to

determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

DELIVERY METHODS

A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as hybrid classes and online classes (taught entirely online utilizing computer and Internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 52A, 53B, 52C, 62A, 62B, 62C, 81; Nursing-Registered 11A, 11B, 11C, 12A, 12B, 12C; Reading 81, 82, 83, 86, 87, and 95) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NON-CREDIT

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

REPEATING A COURSE

Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times.

LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

Prerequisite - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade

of C or better, P or CR). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of C or better, P (Pass). C-, D, F, FW, NP (No Pass), or I are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

Corequisite - When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (951) 222-8808.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.

ACCOUNTING

ACC-1A - Principles of Accounting, I **3 units**
UC, CSU

Prerequisite: None.

Advisory: BUS-20.

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

ACC-1B - Principles of Accounting, II **3 units**
UC, CSU

Prerequisite: ACC-1A.

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting **3 units**
CSU

Prerequisite: ACC-1A.

Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures and the impact of automation on capital budgeting decisions. 54 hours lecture.

ACC-55 - Applied Accounting/Bookkeeping **3 units**
(Same as CAT-55)

Prerequisite: None.

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, Or Pass/No Pass option.)

ACC-61 - Cost Accounting 3 units

CSU

Prerequisite: ACC-1B.

Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.

ACC-62 - Payroll Accounting 3 units

CSU

Prerequisite: ACC-1A.

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

ACC-63 - Income Tax Accounting 3 units

CSU

Prerequisite: None.

Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.

ACC-65 - Computerized Accounting 3 units

CSU

*Prerequisite: ACC-1A.**Advisory: CIS-1A.*

An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture.

ACC-66 - Non-Profit and Governmental Accounting 3 units

CSU

*Prerequisite: ACC-1A.**Advisory: BUS-20.*

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

ACC-200 - Accounting Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ADMINISTRATION OF JUSTICE**ADJ-1 - Introduction to the Administration of Justice 3 units**

UC, CSU

Prerequisite: None.

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

ADJ-2 - Principles and Procedures of the Justice System 3 units

CSU

Prerequisite: None.

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

ADJ-3 - Concepts of Criminal Law 3 units

UC, CSU

Prerequisite: None.

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

ADJ-4 - Legal Aspects of Evidence 3 units

CSU

Prerequisite: None.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

ADJ-5 - Community Relations 3 units

UC, CSU

Prerequisite: None.

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.

ADJ-6 - Patrol Procedures 3 units

CSU

Prerequisite: None.

Responsibilities, techniques and methods of police patrol. 54 hours lecture.

ADJ-8 - Juvenile Law and Procedures 3 units

CSU

Prerequisite: None.

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

ADJ-9 - Law in American Society 3 units

CSU

Prerequisite: None.

A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

ADJ-10 - Introduction to Security 3 units*Prerequisite: None.*

This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture.

ADJ-12 – Introduction to Criminalistics 3 units**(Same as JUS-12)**

CSU

Prerequisite: None.

Criminalistics is the application of science to the solution of crimes. This course will introduce the student to the breadth and complexities of scientifically examining physical evidence relating to criminal matters. The course offers insight, basic knowledge, and applicable skills for the collection, categorization, analysis, interpretation, and reporting of crime-related evidence. The categories of inceptive evidence, identification evidence, associative evidence, and corroborative evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 18 hours laboratory.

ADJ-13 - Criminal Investigation 3 units

CSU

Prerequisite: None.

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.

ADJ-14 - Advanced Criminal Investigation 3 units

CSU

Prerequisite: ADJ-13.

Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is on the understanding and working knowledge of fingerprints, ballistics, firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 24 hours laboratory (simulated crime scene investigation.) (TBA option)

ADJ-15 - Narcotics 3 units

CSU

Prerequisite: None.

A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

ADJ-16 - Interviewing and Counseling 3 units

CSU

Prerequisite: None.

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry level practitioners in corrections in counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. 54 hours lecture.

ADJ-18 - Institutional and Field Services 3 units

CSU

Prerequisite: None.

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. 54 hours lecture.

ADJ-20 - Introduction to Corrections 3 units

CSU

Prerequisite: None.

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-21 - Control and Supervision in Corrections **3 units**
CSU*Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-22 - Legal Aspects of Corrections **3 units**
CSU*Prerequisite: None.*

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-23 - Criminal Justice Report Writing **3 units**
CSU*Prerequisite: None.*

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-25 - Introduction to Probation and Parole **3 units**
CSU*Prerequisite: None.*

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

ADJ-30 - Introduction to Family Support Law **3 units**
CSU*Prerequisite: None.*

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

ADJ-200 - Administration of Justice **1-2-3-4 units**
Work Experience
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AIR CONDITIONING AND REFRIGERATION**AIR-50A - Air Conditioning and Refrigeration** **5 units***Prerequisite: None.*

Fundamentals in basic refrigeration. Nomenclature and terminology used in industry in relation to basic refrigeration systems. Physics, chemistry, and engineering of refrigeration systems; systems components and their interactions. 90 hours lecture.

AIR-50B - Advanced Refrigeration **5 units***Prerequisite: AIR-50A.*

Consists primarily of troubleshooting, diagnosis and repair of domestic refrigeration equipment to include refrigerators, freezers, window air conditioners. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51A - Environmental Control 5 units*Prerequisite: AIR-50B.*

Consists of air conditioning design and applications. Covers electronic air cleaners, humidifiers, dehumidifiers, mechanical media air filtration, air conditioning design and load calculations. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51B - Industrial Commercial Refrigeration 5 units*Prerequisite: AIR-50B.*

Consists of design and application of commercial and industrial refrigeration systems. Covers pneumatic control systems, hydraulic systems, electronic systems that are currently in use in industry today. Also includes special applications covering expendable refrigerant, absorption, thermal electric, cascade and low temperature exotic systems. Designs and applications of all these systems include preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-53 - Basic Electricity for Air Conditioning and Refrigeration 4 units*Prerequisite: None.*

Introduces basic electrical theory, beginning circuit design, and electrical parts identification on air conditioning and refrigeration equipment. Includes hands-on preventative maintenance, and minor repair on electrical circuits. 54 hours lecture and 54 hours laboratory.

AIR-60 - Electrical and Mechanical Diagnostic Lab Procedures 1 unit*Prerequisite: AIR-50A.*

The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

AIR-200 - Air Conditioning and Refrigeration 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.

AMERICAN SIGN LANGUAGE**AML-1 - American Sign Language 1 4 units**
UC*, CSU*Prerequisite: None.*

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory. (TBA option)

AML-2 - American Sign Language 2 4 units
UC, CSU*Prerequisite: AML-1.*

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory. (TBA option)

AML-3 - American Sign Language 3 4 units
UC, CSU*Prerequisite: AML-2.*

Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard ASL at the intermediate level. This course includes an expanded discussion of Deaf culture issues and daily life. 72 hours lecture and 18 hours laboratory. (TBA option)

AML-4 - American Sign Language 4 4 units
UC, CSU*Prerequisite: AML-3.*

Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of Deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives of varying length at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory. (TBA option)

AML-5 - Sign Language for Interpreters **4 units**
CSU*Prerequisite: AML-4.*

This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Education Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL-4 level. Special attention is given to the linguistics of American Sign Language and a review of other sign systems and manual communications, such as SEE, Contact Language, Signed English, etc., for comparison purposes, and their place within the Deaf community. 72 hours lecture and 18 hours laboratory. (TBA option)

AML-10 - Introduction to Sign Language Interpreting **3 units**
CSU*Prerequisite: None.*

This course is an introduction to ASL/English interpretation between deaf and hearing people. The focus is on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.

AML-11 - Interpreting I **4.5 units**
CSU*Prerequisite: AML-4.**Corequisite: AML-5.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on voice-to-sign (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option)

AML-12 - Interpreting II **4.5 units**
CSU*Prerequisite: AML-11.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on Sign-to-Voice (ASL-to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option)

AML-13 - Interpreting III **4.5 units**
CSU*Prerequisite: AML-12.*

Students will further develop simultaneous interpreting, and be provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. Lab experience is a mentorship with an experienced professional ASL/English and/or ASL/English/Spanish interpreter. 72 hours lecture and 27 hours laboratory observation. (TBA option)

AML-14 - Interpreting IV/Practicum **2 units**
CSU*Prerequisite: AML-13.*

Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 hours laboratory. (TBA option)

AML-20 - Ethical and Professional Standards of Interpreting **3 units**
CSU*Prerequisite: None.*

This course concentrates on the Registry of Interpreters for the Deaf Code of Professional Conduct pertaining to the professional standards of behavior and ethical conduct for ASL/English interpreters. This is a lecture course that explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the conduct governing this profession, on a macro, as well as micro, level. 54 hours lecture.

AML-21 - Fingerspelling **3 units**
CSU*Prerequisite: AML-1.*

This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language (ASL) discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs and acronyms within ASL. 54 hours lecture.

AML-22 - American Deaf Culture **3 units**
(Same as SOC-22)

CSU

Prerequisite: None.

An introduction to culture and values of deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

ANATOMY AND PHYSIOLOGY**AMY-2A - Anatomy and Physiology, I** **4 units**
UC, CSU*Prerequisite: None.*

First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

AMY-2B - Anatomy and Physiology, II **4 units**
UC, CSU*Prerequisite: AMY-2A.*

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. 36 hours lecture and 108 hours laboratory.

**AMY-10 - Survey of Human Anatomy and Physiology 3 units
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**

Prerequisite: None.

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

**ANT-7 - Anthropology of Religion 3 units
UC, CSU**

Prerequisite: None.

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

**ANT-8 - Language and Culture 3 units
UC, CSU**

Prerequisite: None.

An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture.

**ANT-10 - Forensic Anthropology 3 units
UC, CSU**

Prerequisite: None.

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

**ANT-21 - Peoples of Sub-Saharan Africa 3 units
UC, CSU**

Prerequisite: None.

Survey of indigenous cultures of sub-Saharan Africa, and their contributions to and situation in the modern world. Focus on adaptations, society, belief systems, culture change, and the effects of European colonization on current culture and politics in Africa. 54 hours lecture.

APPLIED DIGITAL MEDIA AND PRINTING**ADM-1 - Introduction to Applied Digital Media 3 units
UC, CSU**

Prerequisite: None.

An introductory course for the graphic communication industry covering layout and design, typography, image setting and film assembly, traditional platemaking and computer-to-plate, offset press operation, and finishing. 30 hours lecture and 90 hours laboratory.

**ADM-30 - Contemporary Topics in Applied Digital Media 1 unit
Prerequisite: None.**

A series of presentations of current topics and/or trends occurring in the graphics industry. The student will use the Internet to research issues facing the design, prepress, and printing fields. Some topics include: employee relations, digital transition, environmental issues, and PDF workflow. 18 hours lecture.

ADM-55 - Management and Estimating in the Graphics/Design Industry 3 units*Prerequisite: ADM-1.**Advisory: ADM-80 and 85.*

A course designed to instruct the student in current management skills relating to personnel, sales and marketing, design, estimating, budgeting, planning, scheduling, safety, and environmental issues in the graphics and design industries. 54 hours lecture.

ADM-58 - Paper and Inks for Multi-purposed Design 1 unit*Prerequisite: None.*

Theory and principles involved in assigning paper, ink, and other substrates to design projects relating to printing and multimedia. The relationship of products and processes is discussed to ensure design consistency. 18 hours lecture.

ADM-63 - Adobe InDesign CSU 3 units*Prerequisite: None.*

Page layout and design for professional publishing. A course for graphic designers, production artists and pre-press professionals. Integrates seamlessly with Adobe's other leading applications to provide a consistent design environment. 30 hours lecture and 90 hours laboratory.

ADM-64 - Ethics and Legalities of Digital Manipulation 1 unit*Prerequisite: None.*

This course provides the student with rules, regulations and responsibilities regarding the ethics and legalities of digital manipulation for Internet, graphic design, multimedia and personal use. 18 hours lecture.

ADM-65 - Cross Platform File Management 1 unit*Prerequisite: None.*

An introductory course in the management of computer files created on a variety of computer platforms. Consideration is given to file portability, naming conventions, troubleshooting issues and system maintenance to ensure the proper output of a computer file. 18 hours lecture.

ADM-67 - WEB Animation with Flash CSU 3 units*Prerequisite: None.*

Development of interactive websites and animations using the latest version of Flash. An in depth look at the tools and scripting language of the industry standard Flash used in a production environment. 30 hours lecture and 90 hours laboratory.

ADM-68 - 3D Animation with Maya I CSU 3 units*Prerequisite: None.*

A course in the production of 3D graphics and animation using the industry standard software, Maya. 30 hours lecture and 90 hours laboratory.

ADM-69 - Motion Graphics and Compositing with After Effects 3 units*Prerequisite: None.*

This course focuses on the planning and methodology to design graphics for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, optical flow, animation, motion representation and perception. Focus will be on creative visual communication using appropriate and effective motion graphics. 30 hours lecture and 90 hours laboratory.

ADM-70 - Project Design and Production 3 units*Prerequisite: ADM-1 and at least one of the following: ADM-63, 67, 68, 69, 71, 76, 77A, 80, or 85.*

A study of production techniques through actual work on a variety of live District projects. Class experience will include working with the Printing and Graphics Center and clients with emphasis on quality control and meeting deadlines. 30 hours lecture and 90 hours laboratory.

ADM-71 - Adobe Photoshop CSU 3 units*Prerequisite: None.*

A comprehensive course in exploring the digital tools and techniques available for text handling, drawing and image editing. Includes instruction in: scanning, basic image manipulation, image importation and conceptual design as it applies to other media. 30 hours lecture and 90 hours laboratory.

ADM-72 - Advanced Photoshop CSU 3 units*Prerequisite: ADM-71.*

Development of advanced techniques to provide a deeper, clearer and more technical understanding of digital image creation, manipulation and output using Adobe Photoshop. 30 hours lecture and 90 hours laboratory.

ADM-74 - Dreamweaver for Graphic Designers 3 units*Prerequisite: None.*

The focus of the course is web page creation and design to create websites with a professional appearance using Dreamweaver. 30 hours lecture and 90 hours laboratory.

ADM-76 – QuarkXPress CSU 3 units*Prerequisite: None.*

Development of document creation and design skills using page layout. Includes typography and design techniques, and focuses on the mastery of QuarkXPress. 30 hours lecture and 90 hours laboratory.

ADM-77A - Adobe Illustrator CSU 3 units*Prerequisite: None.*

Instruction on the computer in the areas of graphic design, typography, and illustration using Adobe Illustrator. Includes the use of scanners. 30 hours lecture and 90 hours laboratory.

ADM-77B - Advanced Adobe Illustrator **3 units**
CSU*Prerequisite: ADM-77A.*

Advanced instruction in Adobe Illustrator tips and techniques to create professional quality illustrations. Focus is on designing more varied and creative complex illustrations, 3D and multimedia presentations, and web design. 30 hours lecture and 90 hours laboratory.

ADM-80 - Introductory Digital Darkroom **3 units**
CSU*Prerequisite: None.**Advisory: ADM-1 and 63.*

Instruction in electronic pre-press techniques and procedures. Additional instruction is provided in scanning, color separations, proofing, PDF workflow, digital output and computer-to-plate. 30 hours lecture and 90 hours laboratory.

ADM-85 - Beginning Offset Presswork **3 units**
Prerequisite: None.

Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines including wide format. Includes the use of general finishing equipment. 30 hours lecture and 90 hours laboratory.

ADM-86 - Advanced Offset Presswork and Finishing **3 units**
CSU*Prerequisite: ADM-85.*

This class offers advanced, practical experience in offset press and finishing techniques. It prepares students in production oriented practices such as large press operation, multiple color and close registration, and quality control techniques. 30 hours lecture and 90 hours laboratory.

ADM-88 - 3D Animation with Maya II **3 units**
CSU*Prerequisite: ADM-68.*

An advanced course in the production of 3D graphics and animation, using the industry standard software, Maya. 30 hours lecture and 90 hours laboratory.

ADM-89 – Applied Digital Media Portfolio **1 unit**
*Prerequisite: None.**Advisory: One of the following: ADM-63,67,68,71,74,77A.*

A course for students to promote their skills through social media, networking, and a professional portfolio. This will include social networking, blogs, interactive websites and a final digital and/or manual portfolio. 18 hours lecture and 22 hours of laboratory.

ADM-200 - Applied Digital Media **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.

ARABIC**ARA-1 - Arabic 1** **5 units**
UC*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ARA-2 - Arabic 2 **5 units**
UC, CSU*Prerequisite: ARA-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ARA-3 - Arabic 3 **5 units**
UC, CSU*Prerequisite: ARA-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Modern Standard Arabic and classical Arabic at the intermediate level. This course includes an expanded discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ARA-8 - Intermediate Conversation **3 units**
UC, CSU*Prerequisite: ARA-2.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Arabic culture, daily life, and topics of current interest. May be taken a total of four times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ARA-11 - Culture and Civilization 3 units
UC, CSU*Prerequisite: None.*

Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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 (C-ID ARTH 110)*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-3 - Art for Teachers 3 units
CSU*Prerequisite: None.*

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$10.00)

ART-4 - Introduction to Visual Culture 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-50 or qualification for ENG-1A.*

A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, and in global electronic media. 54 hours lecture.

ART-5 - History of Non-Western Art 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and college level reading.*

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6 - Art Appreciation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6H - Honors Art Appreciation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-7 - Women Artists in History 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-8 - Mexican Art History 3 units
UC, CSU*Prerequisite: None.*

Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-9 - African Art History **3 units**
UC, CSU*Prerequisite: None.*

A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-10 - Modern and Contemporary Art History **3 units**
UC, CSU*Prerequisite: None.*

A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid 19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-11 - Gallery and Exhibition Design **3 units**
CSU*Prerequisite: None.*

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-12 - Asian Art History **3 units**
UC, CSU*Prerequisite: None.*

A survey of the history of Asian art (China, Japan, Korea and India) from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting and minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-15 - Beginning Ceramics **3 units**
UC*, CSU*Prerequisite: None.*

An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-16 - Intermediate Ceramics **3 units**
UC, CSU*Prerequisite: ART-15.*

An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-17 - Beginning Drawing **3 units**
UC, CSU (C-ID ARTS 110)*Prerequisite: None.*

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-18 - Intermediate Drawing **3 units**
UC, CSU*Prerequisite: ART-17 or 22.*

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-19 - Experimental Drawing **3 units**
UC, CSU*Prerequisite: ART-17.*

Continued study of many of the skills acquired in Beginning Drawing. Emphasis is on the use of experimental methods and materials. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark making, mixed media, expression, concept, and context will all be investigated. Students will be encouraged to explore and access less conventional solutions to a variety of projects. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture **3 units**
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee of \$15.00)

ART-21 - Intermediate Sculpture **3 units**
UC, CSU*Prerequisite: ART-20.*

An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee of \$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. Total of 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-24 - Three Dimensional Design 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee of \$15.00)

ART-25 - Watercolor Painting 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-26 - Beginning Painting 3 units

UC, CSU

Prerequisite: ART-17 or 22.

An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-27 - Intermediate Painting 3 units

UC, CSU

Prerequisite: ART-23 or 26.

Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28 - Studio Painting 3 units

UC, CSU

Prerequisite: ART-26 or 27

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-30 – Printmaking 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 and 22.*

Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-34 - Studio Three Dimensional Design 3 units

UC, CSU

Prerequisite: ART-24.

Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-35 - Illustration 3 units

CSU

*Prerequisite: None.**Advisory: ART-17 or 22 or 39.*

Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36 - Computer Art 3 units

UC, CSU

*Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-38 - Studio Illustration 3 units

CSU

Prerequisite: ART-35.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-39 - Design and Graphics 3 units

CSU

*Prerequisite: None.**Advisory: ART-17, 22 or 35.*

Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40 - Figure Drawing 3 units

UC, CSU

Prerequisite: ART-17 or 22.

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-41 - Figure Painting 3 units

UC, CSU

Prerequisite: ART-17, 26 or 40.

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. May be taken four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-42 - Studio Figure Drawing 3 units

UC, CSU

Prerequisite: ART-40.

Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting 3 units

UC, CSU

Prerequisite: ART-41.

Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-44 - Animation Principles 3 units

CSU

*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-45 - Studio Watercolor Painting 3 units

UC, CSU

Prerequisite: ART-25.

Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory.

ART-46 - Studio Sculpture 3 units

UC, CSU

Prerequisite: ART-21.

Continued studio work in sculpture with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-47 - Studio Ceramics **3 units**
UC, CSU*Prerequisite: ART-16.*

Continued studio work in ceramics with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-48 - Studio Drawing **3 units**
UC, CSU*Prerequisite: ART-17 or 18.*

Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-49 - Studio Printmaking **3 units**
CSU*Prerequisite: ART-30.*

Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

ART-50 - Storyboarding **3 units**
CSU*Prerequisite: ART-17.**Advisory: ART-22 and 40.*

Study of animation principles with emphasis on storyboarding. Basic concepts of writing and directing for animation, dialogue and story development will be explored in animation filmmaking. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51 - Animation Production **3 units**
CSU*Prerequisite: ART 17.**Advisory: ART-22 and 40.*

Study of animation principles and filmmaking with emphasis on animation production. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-200 - Art Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ASTRONOMY**AST-1A - Introduction to Astronomy** **3 units**
UC, CSU*Prerequisite: None.**Advisory: High school algebra and geometry.*

A descriptive survey of the universe: the earth, planets, moons, meteors, sun, stars, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. 54 hours lecture.

AST-1B - Introduction to the Stars **3 units**
UC, CSU*Prerequisite: AST-1A.*

A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. 54 hours lecture.

AUTOMOTIVE BODY TECHNOLOGY**AUB-1 - Survey of Automotive Body Technology** **4 units**
CSU*Prerequisite: None.*

A survey course designed to provide a general introduction, review, and orientation to the automotive repair industry, including safety procedures, tools, maintenance, supplies, and repair of damaged automotive vehicles. 36 hours lecture and 108 hours laboratory.

AUB-50 - Introduction to Automotive Body Technology **4 units***Prerequisite: None.*

Designed for students planning on employment in this field, introduction to the principles of automotive body repair and painting. To provide knowledge of safety, tools and materials necessary for repair, aligning, removing and repairing body parts. 36 hours lecture and 108 hours laboratory.

AUB-51 - Intermediate Automotive 4 units**Body Technology***Prerequisite: None.**Corequisite: AUB-50 or 52.*

Designed to assist the student in further developing basic skills and to provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. 36 hours lecture and 108 hours laboratory.

AUB-52 - Automotive Body Refinishing 4 units*Prerequisite: None.*

Theory and practice in the art of automotive refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. 36 hours lecture and 108 hours laboratory.

AUB-53 - Automotive Body Special Projects 4 units*Prerequisite: None.**Corequisite: Concurrent or previous enrollment in an automotive body class.*

A special projects class for students who need in-depth experiences in a particular discipline. No more than 8 units may be earned toward graduation through special projects activities. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

AUB-54 - Advanced Automotive Body and Frame 4 units*Prerequisite: None.**Corequisite: AUB-50 or 52.*

Theory and practice for the advanced student with emphasis on repairing major damage, frames, and shop management. 36 hours lecture and 108 hours laboratory.

AUB-59 - Auto Body Service and Repair 2 units*Prerequisite: None.**Corequisite: Concurrent or previous enrollment in an automotive body class.*

Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon laboratory experience. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

AUB-60 - Automotive Trim and Upholstery, I 4 units*Prerequisite: None.*

This course is designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory.

AUB-61 - Automotive Trim and Upholstery, II 4 units*Prerequisite: AUB-60.*

This course is designed to supplement the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory.

AUB-70 - Automotive Cooperative Training Entry 7 units*Prerequisite: None.**Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.*

Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. 72 hours lecture and 162 hours laboratory.

AUB-71 - Automotive Cooperative Training Intermediate 7 units*Prerequisite: AUB-70.**Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This course presents the fundamentals and skills necessary to replace parts through cutting, MIG welding, plastic welding and adhesive bonding. Sheet metal, plastic and glass parts are included. Special emphasis will be placed on the removal, alignment, structural integrity and corrosion protection of replacement parts. 72 hours lecture and 162 hours laboratory.

AUB-72 - Automotive Cooperative Training Refinishing 4 units*Prerequisite: AUB-71.**Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. 36 hours lecture and 108 hours laboratory.

AUB-73 - Automotive Cooperative Training Advanced 7 units*Prerequisite: AUB-72.**Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. 72 hours lecture and 162 hours laboratory.

AUB-74 - Automotive Cooperative Training Mechanical 7 units*Prerequisite: AUB-73.**Limitation on enrollment: Sponsorship by an automotive body repair shop.*

This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. 72 hours lecture and 162 hours laboratory.

AUB-200 - Automotive Body Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AUTOMOTIVE TECHNOLOGY
AUT-30 - Ford Minor Services and Shop Practices 2 units*Prerequisite: None.*

An introduction to auto shop safety, auto shop practices, automotive dealership operation and minor service of Ford, Lincoln/Mercury and Mazda vehicles, including wind noise and water leaks. Also includes an overview of the various career ladders and divisions of Ford Motor Company and dealership operations. The course prepares students for entry-level employment at Ford, Lincoln/Mercury and Mazda automotive dealerships. 27 hours lecture and 27 hours laboratory.

AUT-40 - Ford Electrical Systems-MLR 4 units (Maintenance and Light Repair)*Prerequisite: None.*

This course presents the fundamentals of Ford electrical and electronic systems operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. This course also examines the operation of Ford's automotive computer controls systems. The correct use of Ford's specific scanners are also covered along with electrical and computer system simulators and circuit breadboards. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

AUT-41 - Ford Advanced Electronics MLR 3.5 units*Prerequisite: AUT-40.*

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury vehicles and to enable the students to diagnose and repair today's computer laden vehicles. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-42 - Ford Heating and Air Conditioning MLR 4 units*Prerequisite: AUT-40.*

This course presents Ford climate control system operation and repair, both base and electronic controls systems. Compressor service and refrigerant recovery and recycling are included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

AUT-43 - Ford Automotive Brakes MLR 3.5 units*Prerequisite: AUT-40.*

This course presents the principles of Ford brake system (hydraulic and electronic, with and without anti-lock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Ford's test methods and equipment. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-44 - Ford Alignment, Steering and Suspension MLR 4 units*Prerequisite: AUT-40.*

This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

AUT-45 - Ford MLR Automotive Chassis Systems 4 units*Prerequisite: AUT-40.*

This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

**AUT-50 - Automotive Principles 4 units
CSU***Prerequisite: None.*

General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis being placed upon component identification, basic functions, minor maintenance and service. 72 hours lecture.

**AUT-51A - Internal Combustion Engines 4 units
Rebuilding, Gas and Diesel (Upper End)***Prerequisite: AUT-50.*

Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.

**AUT-51B - Internal Combustion Engines 4 units
Rebuilding, Gas and Diesel (Lower End)***Prerequisite: AUT-50.*

Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.

**AUT-52A - Automotive Tune-up and Electrical 4 units
Systems***Prerequisite: AUT-50.*

Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition, and electrical systems. 45 hours lecture and 81 hours laboratory.

**AUT-52B - Automotive Tune-up and 4 units
Emission Controls***Prerequisite: AUT-52A and 54 or ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.*

Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. 45 hours lecture and 81 hours laboratory.

AUT-53A - Automotive Chassis and Alignment 4 units*Prerequisite: AUT-50 or AUB-50.*

Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

AUT-53B - Automotive Brakes 4 units*Prerequisite: AUT-50.*

Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.

AUT-54 - Automotive Electrical Systems 4 units*Prerequisite: AUT-50 or concurrent enrollment.*

Theory and principles of automotive electrical and electronic systems. Course content will include multi-meter operation, component location, and reading wiring diagrams. Emphasis will be placed on diagnosis and repair of automotive electrical and electronic circuits. May be taken a total of two times. 45 hours lecture and 81 hours laboratory.

**AUT-55A - Automotive Automatic 4 units
Transmission/Transaxles***Prerequisite: AUT-50.*

Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and testing. 45 hours lecture and 81 hours laboratory.

AUT-55B - Automotive Manual Drivetrain Systems 4 units*Prerequisite: AUT-50.*

Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory.

AUT-56 - Automotive Computer Controls 3 units*Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.*

Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 36 hours lecture and 54 hours laboratory.

AUT-57 - Automotive Heating and Air Conditioning 4 units*Prerequisite: AUT-50.*

Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. 45 hours lecture and 81 hours laboratory.

AUT-58 - Automotive Diesel Mechanics 4 units*Prerequisite: AUT-50.*

This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. 45 hours lecture and 81 hours laboratory.

AUT-59ABCD - Automotive Service 1 unit*Prerequisite: None.*

Corequisite: Concurrent enrollment in Automotive Technology program.

Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester.

AUT-61 - Introduction to Toyota Service 3 units*Prerequisite: None.**Limitation on enrollment: Admission into the program.*

Operational theory, principles and service procedures relating to an introduction to Toyota maintenance with emphasis being placed upon component identification, basic functions and service. Student will be trained in new model vehicle features and pre-delivery inspections. 36 hours lecture and 54 hours laboratory.

AUT-62 - Toyota Fuel Systems I 3 units*Prerequisite: AUT-61.*

The theory and principles of Toyota tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition and engine electrical systems. 36 hours lecture and 54 hours laboratory.

AUT-63 - Toyota Electrical Systems Mastery 3 units*Prerequisite AUT-61.*

Engine electrical, chassis electrical, electronics systems and accessory diagnosis. Use of wiring diagrams, service equipment and testing instruments. Diagnosis of solid state electronics will be included. Emphasis placed upon problem diagnosis, inspection and wiring repairs. 36 hours lecture and 54 hours laboratory.

AUT-64 - Toyota Brakes and Suspension 3 units*Prerequisite: AUT-61.*

Theory and principles of Toyota braking and suspension system components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Use of special equipment and repair of anti-lock brake systems is included. 36 hours lecture and 54 hours laboratory.

AUT-65A - Toyota Manual Transmissions and Transaxles 3 units*Prerequisite: AUT-61.*

An introduction to theory and principles of Toyota manual transmissions/transaxles, transfer cases and clutch systems. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-65B - Toyota Automatic Transmissions and Transaxles 3 units*Prerequisite: AUT-61.*

An introduction to theory and principles of Toyota automatic transmissions/transaxles. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-66 - Toyota Climate Control Systems 3 units*Prerequisite: AUT-61.*

Theory and principles of Toyota heating and air conditioning systems. Overview of system components, system operation and diagnosis of automatic temperature control systems. System disassembly, measurements and repair are emphasized. 36 hours lecture and 54 hours laboratory.

AUT-67 - Toyota Fuel Systems II 3 units*Prerequisite: AUT-62 and 63.**Advisory: AUT-51A.*

Basic theory, system construction and operation of Toyota electronic fuel injection and electronic computer control systems. Major emphasis placed upon computer command theory, operation and construction. Diagnosis of related components, service adjustments and use of special service tools included. 36 hours lecture and 54 hours laboratory.

AUT-71 - Ford Electrical and Electronics Systems 4 units*Prerequisite: None.*

This course presents the fundamentals of electrical and electronic systems found in Ford Motor Company vehicles. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using Ford-approved and recommended testing methods and equipment. Students will be able to apply the acquired information to the computer systems found on Ford, Lincoln/Mercury and Mazda vehicles, for the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-72 - Ford Applied Electronics 4 units

Prerequisite: AUT-71 or 40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific body electronic systems, as well as the climate control system operation and repair, both base and electronic controls systems.. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury and selected Mazda vehicles and to enable the students to diagnose and repair today's computer laden vehicles. Included in this course is the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours of lecture and 54 hours of laboratory.

AUT-73 - Ford Engine Performance 8 units

Prerequisite: AUT-71 or 40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/ Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the operation, diagnosis, and analysis of the ignition, exhaust, emission, fuel, air injection and the On-board computer management system, including the advanced drivability diagnosis of the electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. 108 hours lecture and 108 hours laboratory.

AUT-74 - Ford Brakes, Steering, and Suspension Systems 4 units

Prerequisite: None.

This course presents the principles of the brake system, including hydraulic and mechanical operation and repair, as well as brake system overhaul and service operations. It also presents the fundamentals of the suspension and the steering systems operation and repair. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-75 - Ford Engine Repair 4 units

Prerequisite: None.

This course introduces the operation and repair of gasoline engines including disassembly, inspection, measurement, and reassembly of gasoline engines. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication, and cooling system concerns using Ford test equipment and methods. 54 hours lecture and 54 hours laboratory.

AUT-76 - Ford Advanced Chassis Systems 4 units

Prerequisite: AUT-71 or 40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the principles of Anti-lock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using Ford-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory

AUT-78 - Ford Manual Transmissions and Drive-Train Systems 4 units

Prerequisite: AUT-71 or 40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the fundamentals of manual transmission, transaxle, transfer case, differential, and driveline operation, and repair. The course introduces the concepts of disassembly, inspection, measurement, and reassembly, as well as the diagnosis of concerns with transmissions, transaxles, transfer cases, clutches, all wheel drive systems, drivelines, and differentials. 54 hours lecture and 54 hours laboratory.

AUT-79 - Ford Automatic Transmissions and Transaxles 4 units

Prerequisite: AUT-71 or 40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the operating principles of automatic transmissions and transaxles. The disassembly, inspection, measurement, and reassembly of automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. 54 hours lecture and 54 hours of laboratory.

AUT-80 - General Motors Minor Services and Pre-Delivery 3 units

Prerequisite: None.

Limitation on enrollment: Enrollment limited to GM dealer-sponsored ASEP applicants.

This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM customer service, technical assistance network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General Motors dealership or General Motors approved repair facility is required. 45 hours lecture and 27 hours laboratory.

AUT-81 - GM Electrical and Electronics Systems 4 units

Prerequisite: None.

This course presents the fundamentals of GM's vehicles electrical and electronic systems. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and GM's advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using GM-approved and recommended testing methods and equipment service of GM automotive electrical and electronic systems. Students will be able to apply the acquired information to the computer systems found on GM vehicles in the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-82 - GM Applied Electronics 4 units

Prerequisite: AUT-81.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course is an in-depth study of advanced automotive computer controls as they relate to specific electronic systems on GM vehicles; also includes the theory, operation, diagnosis and repair of base and electronic control systems of GM automotive refrigeration and heating systems. Students will utilize laboratory oscilloscopes, digital meters, and GM's advanced diagnostic tools to diagnose and repair today's computer-laden vehicles using GM-approved procedures and standards. 54 hours of lecture and 54 hours laboratory.

AUT-83 - GM Engine Performance 8 units

Prerequisite: AUT-81.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operation, diagnosis, and analysis of GM ignition, exhaust, emission, fuel, air injection and the On-board computer management system advanced drivability diagnosis of GM electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 108 hours lecture and 108 hours laboratory.

AUT-84 - GM Brakes, Steering and Suspension Systems 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operation, diagnosis and repair of GM automotive brake, steering and suspension systems to include mechanical and hydraulic brake service as well as suspension and steering system service and alignment. Course covers components and operation of each system and the functional relationships between the systems in GM Motor cars and light trucks. wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-85 - GM Gasoline Engine and Repair 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the fundamentals of General Motor's gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor's gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-86 - GM Advanced Chassis Systems 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the principles of GM antilock brake, ride control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems 4 units

Prerequisite: AUT-80.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-88 - General Motors Manual Transmissions and Drive Trains 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-89 - General Motors Automatic Transmissions and Transaxles 4 units*Prerequisite: AUT-81.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operating principles of current production GM automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected GM automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours of laboratory.

AUT-91 - Introduction to Alternative Fuels 1 unit*Prerequisite: None.**Advisory: AUT-50.*

This course serves as an introduction to the alternative fuels program. Students will learn about a variety of alternative fuels, the infrastructure supporting these fuels, pros and cons associated with alternative fuels, and safety when working with or around them. Example of fuels discussed include: compressed natural gas, electric, fuel ethanol, fuel methanol, hydrogen, liquefied natural gas, liquefied petroleum gas, and nuclear energy. May be taken a total of two times. 18 hours lecture.

AUT-92 - Compressed Natural Gas Fuel Systems 1.5 units*Prerequisite: AUT-91.*

This course covers compressed natural gas as a vehicular fuel. Students will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. May be taken a total of two times. 18 hours lecture and 27 hours laboratory.

AUT-99 - Automotive Technology Internship 2 units*Prerequisite: None.**Limitation on enrollment: Limited to students enrolled in Corporate Automotive programs.*

This class is designed to coordinate the student's occupational on-the-job work experience in sponsored corporate automotive programs with related classroom instruction. May be taken a total of four times. 120 hours of volunteer work or 150 hours of paid work over eight weeks.

AUT-200 - Automotive Technology Work Experience 1-2-3-4 units**CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

BANKING AND FINANCE**BAN-51 - Principles of Banking 3 units***Prerequisite: None.*

A study of the diversified services offered by the banking industry. This course explores and analyzes the banking industry and the functions of commercial banks, with particular attention to the deposit, payment, and credit functions as well as fund management and specialized products and services. 54 hours lecture.

BAN-52 - Consumer Lending 3 units*Prerequisite: None.*

A study of the consumer lending process, its importance to banks and consumers, and the environment in which it functions. Students will explore closed-end loans, indirect loans, related credit products, and open-end credit products, and analyze the consumer lending process from loan application, credit investigation, lender decision-making, loan pricing and policy, collection and recovery. 54 hours lecture.

BIOLOGY**BIO-1 - General Biology 4 units****UC*, CSU***Prerequisite: None.*

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates 5 units**UC, CSU***Prerequisite: None.**Advisory: A high school biological science course.*

A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, preveterinary, premedical, pre dental, and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-2B - General Zoology II, Vertebrates 5 units

UC, CSU

*Prerequisite: None.**Advisory: BIO-1, 2A, or a high school biological science course.*

A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, premedical, pre dental, preveterinarian, prepharmacy, physical therapy, dental hygienist and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-3 - Field Botany 4 units

UC, CSU

Prerequisite: None.

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

BIO-5 - General Botany 4 units

UC, CSU

Prerequisite: None.

Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

BIO-6 - Introduction to Zoology 4 units

UC, CSU

Prerequisite: None.

A study of invertebrate and vertebrate animals emphasizing structure, function, behavior, taxonomy evolutionary relationships, and ecology. Designed for the non-science major. The laboratory gives students first hand experience with a diversity of animals and scientific experimental design. 54 hours lecture and 54 hours laboratory.

BIO-7 - Marine Biology 4 units

UC, CSU

Prerequisite: None.

An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

BIO-8 - Principles of Ecology 4 units

UC*, CSU

Prerequisite: None.

Ecology is the study of the interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

BIO-9 - Introduction to the Natural History of So. Cal. 3 units

UC, CSU

Prerequisite: None.

This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

BIO-10 - Principles of Life Science 3 units

UC*, CSU

Prerequisite: None.

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1. 54 hours lecture.

BIO-11 - Introduction to Molecular and Cellular Biology (Majors) 5 units

UC*, CSU

Prerequisite: CHE-1A or 1AH.

An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes introduction, principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity. 72 hours lecture and 54 hours laboratory.

BIO-12 - Introduction to Organismal and Population Biology (Majors) 5 units

UC*, CSU

Prerequisite: BIO-11.

An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-14 - Soil Science and Management 3 units
UC, CSU*Prerequisite: None.*

An introduction to physical properties and classification of soils, physical and chemical properties of soil that governs soil reactions and interactions, nutrient regeneration, and management principles in relation to air, water, nutrients and organic matter. 54 hours lecture.

BIO-15 - Soil Science and Management Laboratory 2 units
CSU*Prerequisite: None.*

A supplementary laboratory course to BIO-14 (Soil Science and Management), focusing on the basics of soil science, physical and biogeochemical properties, and interpretation for use and management. This course will give students hands-on perspectives of soil science, ranging from agricultural, wild lands, watershed, and environmental impacts. 108 hours laboratory.

BIO-17 - Human Biology 4 units
UC, CSU*Prerequisite: None.*

A non-major introductory course in biology, which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course is intended to fulfill a transferable general science requirement. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIO-30 - Human Reproduction and Sexual Behavior 3 units
UC, CSU*Prerequisite: None.*

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-31A - Regional Field Biology Studies 1 unit
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 54 hours laboratory.

BIO-31B - Regional Field Biology Studies 2 units
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. May be taken a total of four times. 108 hours laboratory.

BIO-34 - Human Genetics 3 units
UC, CSU*Prerequisite: None.*

Advisory: High school biology or any college life science course with laboratory.

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

BIO-36 - Environmental Science 3 units
UC*, CSU*Prerequisite: None.*

A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. 54 hours lecture.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

- ANT-21 - Native Peoples of Sub-Saharan Africa
- ENG-20 - Survey of African American Literature
- HIS-14 - African American History I
- HIS-15 - African American History II
- PHI-14 - Survey of Black Thought
- SOC-10 - Race and Ethnic Relations

BUSINESS ADMINISTRATION
BUS-3 - Computer Applications for Business 3 units
(Same as CAT/CIS-3)*Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

BUS-10 - Introduction to Business **3 units**
 UC, CSU
Prerequisite: None.
 Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

BUS-18A - Business Law, I **3 units**
 UC*, CSU
Prerequisite: None.
 The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B - Business Law, II **3 units**
 UC*, CSU
Prerequisite: None.
 Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20 - Business Mathematics **3 units**
Prerequisite: None.
Application of fundamental problem solving concepts, techniques, and skills relating to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. 54 hours lecture.

BUS-22 - Management Communications **3 units**
 CSU
Prerequisite: None.
Advisory: CAT-30.
 Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business Management **3 units**
 CSU
Prerequisite: None.
 Identify and evaluate opportunities for start-up and existing small businesses. Investigate concepts tools and practices associated with identifying or creating new venture opportunities. Explore ways to shape and evaluate the viability of these opportunities by understanding key industry factors, market and competitive factors, and customer needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-40 - International Business-Principles **3 units**
 CSU
Prerequisite: None.
 A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multi-national corporations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-43 - International Business-Marketing **3 units**
 CSU
Prerequisite: None.
Advisory: BUS-10 or MKT-20.
 Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-46 - International Business-Introduction to Importing/Exporting **3 units**
 CSU
Prerequisite: None.
 An introduction to the current U.S. position in the global trade arena with an emphasis on the import/export concerns of the small U.S. firm. Includes import/export assessment, methods of import/export, resources of import/export advice, international market research methods, aspects of overseas buying/selling practices, and import/export documentation and shipping. 54 hours lecture.

BUS-47 - Applied Business and Management Ethics **3 units**
 (Same as MAG-47)
 CSU
Prerequisite: None.
 An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

BUS-48 - International Management **3 units**
 CSU
Prerequisite: None.
Advisory: BUS-10 or MAG-44.
 A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-51 - Principles of E-Commerce 3 units*Prerequisite: None.**Advisory: BUS-10, and CIS-1A.*

An introduction to electronic commerce focusing on business, technological and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture.

BUS-53 - Introduction to Personal Finance 3 units*Prerequisite: None.*

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-58 - Marketing the Virtual Office (Same as CAT-58) 3 units*Prerequisite: None.**Advisory: CAT-57 and CAT/CIS-76A or 76B.*

Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

BUS-61 - Introduction to Insurance 1 unit*Prerequisite: None.*

Basic introduction to the modern insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used, civil laws or tort and contracts, commercial and personal ISO insurance contracts, and the risk management process. 18 hours lecture.

BUS-62 - Personal Insurance Principles 3 units*Prerequisite: None.*

Basic introduction to insurance products and coverage including automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance. 54 hours lecture.

BUS-63 - Principles of Property and Liability Insurance 3 units*Prerequisite: None.*

Introduction to Property and Liability Insurance including types of property and liability insurers, how it is regulated, measurement of financial performance, marketing, underwriting, claims loss exposure, and risk management. 54 hours lecture.

BUS-64 - Commercial Insurance Principles 3 units*Prerequisite: None.*

Basic introduction to Commercial Insurance including commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owner's policies and farm insurance, worker's compensation and employer's liability insurance. 54 hours lecture.

BUS-65 - Insurance Code and Ethics 1 unit*Prerequisite: None.*

Ethical considerations one must support in order to succeed in the insurance industry. The course presents ethical issues with which employees working in insurance offices will be involved. 18 hours lecture.

BUS-66 - Insurance Internship 1 unit*Prerequisite: None.*

This one-unit internship will be carried out in a local insurance company and will follow the guidelines of the college. Students enrolled in this occupational internship course must be employed in the insurance industry. Students will earn the one credit for this course by completing 75 hours of paid work or 60 hours of volunteer work. No more than 20 hours per week may be applied toward the work requirement.

BUS-70 - Introduction to Organization Development (Same as MAG-70) 3 units*Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

BUS-71 - Introduction to Productivity Management (Same as MAG-71) 3 units*Prerequisite: None.**Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

BUS-72 - Introduction to Quantitative Methods for Business (Same as MAG-72) 3 units*Prerequisite: None.**Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

BUS-80 - Principles of Logistics 3 units

CSU

Prerequisite: None.

An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-200 - Business Administration 1-2-3-4 units**Work Experience**

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CHEMISTRY**CHE-1A - General Chemistry, I 5 units**

UC*, CSU

Prerequisite: CHE-2A or 3 and MAT-35.

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1AH - Honors General Chemistry, I 5 units

UC*, CSU

*Prerequisite: CHE-2A or 3, and MAT-35.**Limitation on enrollment: Enrollment in the Honors program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1B - General Chemistry, II 5 units

UC*, CSU

Prerequisite: CHE-1A or 1AH.

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-1BH - Honors General Chemistry, II 5 units

UC*, CSU

*Prerequisite: CHE-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I 4 units

UC*, CSU

Prerequisite: MAT-52.

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II 4 units

UC*, CSU

Prerequisite: CHE-2A.

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory.

CHE-3 - Fundamentals of Chemistry 4 units

UC*, CSU

Prerequisite: MAT-52.

A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory.

CHE-10 - Chemistry for Everyone **3 units****UC*, CSU***Prerequisite: None.*

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture.

CHE-12A - Organic Chemistry, I **5 units****UC, CSU***Prerequisite: CHE-1B or 1BH.*

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

CHE-12B - Organic Chemistry, II **5 units****UC, CSU***Prerequisite: CHE-12A.*

Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory.

CHE-17 - Introduction to the Development of Modern Science **3 units****(Same as PHS-17)****UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

CHICANO STUDIES

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

| | | |
|---------------|---|---|
| ANT-5 | - | Native Peoples of Mexico |
| ART-8 | - | Mexican Art History |
| ESL-54 | - | Intermediate Writing and Grammar |
| ESL-55 | - | Advanced Writing and Grammar |
| ESL-73 | - | High Intermediate Reading and Vocabulary |
| ESL-93 | - | Oral Skills III: Advanced Oral Communications |
| HIS-8 and 9 | - | History of the Americas |
| HIS-25 | - | History of Mexico |
| HIS-30 and 31 | - | Introduction to Chicano Studies |
| SOC-10 | - | Race and Ethnic Relations |

CHINESE**CHI-1 - Mandarin Chinese 1****5 units****UC*, CSU***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (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. (TBA option) (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.)

COMMUNICATION STUDIES

(Formerly SPEECH COMMUNICATIONS-SPE)

COM-1 - Public Speaking **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-1H - Honors Public Speaking **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and or qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-2 - Persuasion in Rhetorical Perspective **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-3 - Argumentation and Debate **3 units**
UC*, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-5 – Parliamentary Procedure **1 unit**
CSU

Prerequisite: None.

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-6 - Dynamics of Small Group Communication **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-7 - Oral Interpretation of Literature **3 units**
UC, CSU

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9 - Interpersonal Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9H - Honors Interpersonal Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-11 - Storytelling 3 units
CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-12 - Intercultural Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-13 - Gender and Communication 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-19 - Reader's Theater 3 units
UC, CSU*Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-51 – Enhancing Communication Skills 1 unit*Prerequisite: None.*

Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

COMMUNITY INTERPRETATION**CMI-61 - Introduction to Spanish English Translation** 3 units*Prerequisite: None.**Advisory: This course is intended for students with near native writing skills in Spanish and English.*

This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71 - Bilingual Interpretation for the Medical Professions 6 units*Prerequisites: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

CMI-72 - Intermediate Medical Interpreting 4 units*Prerequisite: CMI-71.*

This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers' compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.

CMI-81 - Bilingual Interpretation for the Legal Professions 6 units*Prerequisite: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

CMI-82 - Intermediate Legal Interpreting 4 units*Prerequisite: CMI-81.*

This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

CMI-91 - Introduction to Translation and Interpretation for Business 3 units*Prerequisite: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

CMI-200 - Community Interpretation MR Work Experience 1-2-3-4 units**CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY
CAT-1A - Business Etiquette 1 unit*Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-30 - Business English 3 units*Prerequisite: None.**Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-34A.*

Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-30A - Business English 30A 1 unit*Prerequisite: None.*

Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

CAT-31 - Business Communications CSU 3 units*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-34A - Introduction to Word (Same as CIS-34A) CSU 1.5 units*Prerequisite: None.*

Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-36A - Legal Office Procedures I CSU 3 units*Prerequisite: None.**Advisory: Typing skills and familiarity with MS Word or Corel WordPerfect.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-36B - Legal Office Procedures II CSU 3 units*Prerequisite: None.**Advisory: CAT-36A and Microsoft Word or Corel WordPerfect, CAT-34A.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-37 - Legal Terminology CSU 3 units*Prerequisite: None.**Advisory: Basic document creation and formatting skills using Microsoft Word or Corel WordPerfect, and keyboarding speed of 40 wpm.*

A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal documents and procedure. Digital correspondence and legal documents will be developed, evaluated, and edited. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-38 - Legal Word Processing and Forms CSU 3 units*Prerequisite: None.**Advisory: CAT-36A and Microsoft Word or Corel WordPerfect.*

Preparing legal documents and Judicial Council forms using a computer. Emphasis will be placed on the standards used in California legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-50 - Keyboarding and Document Processing CSU 3 units*Prerequisite: None.*

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-51 - Intermediate Typewriting/ Document Formatting CSU 3 units*Prerequisite: None.**Advisory: Beginning typing skills and familiarity with basic business document formats; CAT-50.*

Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-53 - Keyboarding/Typing Fundamentals 1 unit*Prerequisite: None.*

Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-54A - Introduction to Flash 3 units
(Same as CIS-54A)

CSU

*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet; CAT-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-55 - Applied Accounting/Bookkeeping 3 units
(Same as ACC-55)*Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-56A - Designing Web Graphics 3 units
(Same as CIS-56A)*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-57 - Creating and Managing the Virtual Office 3 units*Prerequisite: None.**Advisory: CAT/CIS-95A.*

The course explores topics related to creating a virtual office including time management, customizing the workplace, evaluating and buying software and hardware, and communicating with technology for self-employed entrepreneurs or telecommuters. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-58 - Marketing the Virtual Office 3 units*Prerequisite: None.**Advisory: CAT-57 and 76A or 76B.*

Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

CAT-61 - Professional Office Procedures 3 units*Prerequisite: None.**Advisory: CAT-3, 31 and 51.*

Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-62 - Records Management 3 units*Prerequisite: None.**Advisory: Knowledge of database management.*

Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CAT-65 - Introduction to Microsoft PowerPoint MNR 1.5 units
(Same as CIS-65)

CSU

Prerequisite: None.

Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-76A - Introduction to Microsoft Expression Web 3 units
(Same as CIS-76A)

CSU

*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders; CAT-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CAT-76B - Introduction to Dreamweaver **3 units**
(Same as CIS-76B)

CSU

*Prerequisite: None.**Advisory: CAT-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-78A - Introduction to Adobe Photoshop **3 units**
(Same as CIS-78A)*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-78B - Advanced Adobe Photoshop **3 units**
(Same as CIS-78B)

CSU

Prerequisite: CAT-78A.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-79 - Introduction to Adobe Illustrator **3 units**
(Same as CIS-79)

CSU

Prerequisite: None.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-80 - Word Processing: Microsoft Word for Windows **3 units**
(Same as CIS-80)*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-81 - Introduction to Desktop Publishing **3 units**
using Adobe InDesign

(Same as CIS-81)

CSU

Prerequisite: None.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-84 - Word Processing: WordPerfect for Windows **3 units**
(Same as CIS-84)*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory. (TBA option)

CAT-90 - Microsoft Outlook **3 units**
(Same as CIS-90)*Prerequisite: None.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-91 - Microsoft Project **3 units**
(Same as CIS-91)*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-93 - Computers for Beginners **3 units**
(Same as CIS-93)*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-95A - Introduction to Internet **1.5 units**
(Same as CIS-95A)

CSU

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture

CAT-98A - Introduction to Excel **1.5 units**
(Same as CIS-98A)
CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-98B - Advanced Excel **1.5 units**
(Same as CIS-98B)
CSU

Prerequisite: CAT-98A.

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-200 - Computer Applications and Office Technology Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER INFORMATION SYSTEMS

CIS-1A - Introduction to Computer Information Systems **3 units**
UC, CSU

Prerequisite: None.

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-1B - Advanced Concepts in Computer Information Systems **3 units**
CSU

Prerequisite: CIS- 1A.

Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-2 - Fundamentals of Systems Analysis **3 units**
(Same as CSC-2)
CSU

Prerequisite: None.

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-3 - Computer Applications for Business **3 units**
(Same as BUS/CAT-3)
CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-5 - Fundamentals of Programming **3 units**
Logic using C++
(Same as CSC-5)

UC, CSU

Prerequisite: None.

Advisory: CIS-1A.

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-11 - Computer Programming using ASSEMBLER **3 units**
(Same as CSC-11)
UC, CSU

Prerequisite: None.

Advisory: CIS/CSC-5.

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture and 18 hours laboratory (TBA option). (Letter Grade, or Pass/No Pass option.)

CIS-12 - PHP Dynamic Web Site Programming 3 units

(Same as CSC-12)

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14A - Web Programming: JavaScript 3 units

(Same as CSC-14A)

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-14B - Web Programming: Active Server Pages 3 units

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5, and CIS-72A.*

Fundamentals of server-side web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-17A - C++ Programming: Objects 3 units

(Same as CSC-17A)

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing function arrays and CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-17B - C++ Programming: Advanced Objects 3 units

(Same as CSC-17B)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-17C - C++ Programming: Data Structures 3 units

(Same as CSC-17C)

UC, CSU

*Prerequisite: None.**Advisory CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18A - Java Programming: Objects 3 units

(Same as CSC-18A)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18B - Java Programming: Advanced Objects 3 units

(Same as CSC-18B)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18C - Java Programming: Data Structures 3 units
(Same as CSC-18C)

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18D Data Structures and Algorithms 3 units
(Same as CSC-18D)

UC, CSU

Prerequisite: CIS/CSC-18A

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-20 - Systems Analysis and Design 3 units
(Same as CSC-20)

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-21 - Introduction to Operating Systems 3 units
(Same as CSC-21)

CSU

Prerequisite: CIS-1A.

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-23 - Software End User Support 3 units
CSU*Prerequisite: None.**Advisory: CIS-1A and 1B.*

Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-25 - Introduction to Data Communications 3 units
(Same as CSC-25)

CSU

Prerequisite: CIS-1A.

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-26A - Cisco Networking Academy 1A 4 units
CSU*Prerequisite: None.**Advisory: CIS-1A, 21 and 23.*

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, safety, networking, networking terminology, protocols and network standards. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-26B - Cisco Networking Academy 1B 4 units
CSU*Prerequisite: CIS-26A.*

This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator's role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-26C - Cisco Networking Academy 1C 4 units
CSU*Prerequisite: CIS-26B.*

This course introduces students to troubleshooting common network problems, using a layered model approach, interpret network diagrams, LAN segmentation using switches, routers, full-duplex Ethernet operations, dynamic routing, and the network administrator's role. Students will learn to configure, verify, and troubleshoot VLANs, inter VLAN routing, VTP trunking on Cisco switches, and RSTP operation. Students will identify the basic parameters to configure a wireless network and common implementation issues. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-26D - Cisco Networking Academy 1D 4 units

CSU

Prerequisite: CIS-26C.

This course introduces students to configure WAN services, frame relay, WAN serial connection, IPV6, encapsulate WAN data, High-Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), ACLs access lists, and the network administrator's role and function. Students will learn to configure the Frame Relay operations and troubleshoot DHCP, DNS, ACL's. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-26F - Cisco Networking Security 4 units

CSU

Prerequisite: None.*Advisory:* CIS-26B, 26C and CIS/CSC-27.

Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. This course is designed to prepare students for CCNA Security Certification (IINS 640-553 exam). 72 hours lecture.

CIS-27 - Information and Network Security 3 units**(Same as CSC-27)**

CSU

Prerequisite: None.*Advisory:* CIS-23.

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the CIS Discipline's Networking Certificate program. May be taken a total of two times. 54 hours lecture.

CIS-28A - MS Access Programming 3 units**(Same as CSC-28A)**

CSU

Prerequisite: None.*Advisory:* CIS/CSC-5.

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-34A - Introduction to Word 1.5 units**(Same as CAT-34A)**

CSU

Prerequisite: None.

Introductory word processing skills using Microsoft Word to create business documents.. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-54A - Introduction to Flash 3 units**(Same as CAT-54A)**

CSU

Prerequisite: None.

Advisory: Competency in the use of a computer and familiarity with the Internet; CIS-95A.

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-54B Flash Scripting 3 units*Prerequisite:* None.*Advisory:* CAT/CIS -54A.

Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-56A - Designing Web Graphics 3 units**(Same as CAT-56A)***Prerequisite:* None.

Advisory: Competency in the use of a computer and familiarity with the Internet.

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop and ImageReady. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-61 - Introduction to Database Theory 3 units**(Same as CSC-61)**

CSU

Prerequisite: None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CIS-62 - Microsoft Access DBMS: Comprehensive 3 units
(Same as CSC-62)*Prerequisite: None.**Advisory: Previous computer experience.*

This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CIS-63 - Introduction to Structured Query Language (SQL) 3 units
(Same as CSC-63)
CSU*Prerequisite: None.*

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) Joins, Unions, Differences and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
(Same as CAT-65)
CSU*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-72A - Introduction to Web Page Creation 1.5 units
CSU*Prerequisite: None.**Advisory: Competency in the use of a computer, familiarity with the Internet; CIS-95A.*

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (TBA option)

CIS-72B - Intermediate Web Page Creation 1.5 units
using Cascading Style Sheets (CSS)*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet; CIS-72A and 95A.*

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-72C - Introduction to XML 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and CSS.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-73A - Introduction to Multimedia Authoring 3 units*Prerequisite: None.*

Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. 54 hours lecture.

CIS-76A - Introduction to Microsoft Expression Web 3 units
(Same as CAT-76A)*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders; CIS-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages, and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory.

CIS-76B - Introduction to Dreamweaver 3 units
(Same as CAT-76B)*Prerequisite: None.**Advisory: CIS-95A.*

Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-78A - Introduction to Adobe Photoshop 3 units
(Same as CAT-78A)*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-78B - Advanced Adobe Photoshop 3 units**(Same as CAT-78B)**

CSU

Prerequisite: CIS-78A.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-79 - Introduction to Adobe Illustrator 3 units**(Same as CAT-79)***Prerequisite: None.*

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-80 - Word Processing: Microsoft Word for Windows 3 units**(Same as CAT-80)***Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-81 - Introduction to Desktop Publishing using Adobe InDesign 3 units**(Same as CAT-81)***Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-84 - Word Processing: WordPerfect for Windows 3 units**(Same as CAT-84)***Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate, and advanced skill levels necessary to product a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory. (TBA option)

CIS-90 - Microsoft Outlook 3 units**(Same as CAT-90)***Prerequisite: None.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-91 - Microsoft Project 3 units**(Same as CAT-91)***Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-93 - Computers for Beginners 3 units**(Same as CAT-93)***Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-95A - Introduction to the Internet 1.5 units**(Same as CAT-95A)**

CSU

Prerequisite: None.

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CIS-98A - Introduction to Excel 1.5 units**(Same as CAT-98A)**

CSU

Prerequisite: None.

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-98B - Advanced Excel 1.5 units**(Same as CAT-98B)**

CSU

Prerequisite: CIS-98A.

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-200 - Computer Information Systems 1-2-3-4 units**Work Experience**

CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER SCIENCE
CSC-2 - Fundamentals of Systems Analysis 3 units

CSU

(Same as CIS- 2)*Prerequisite: None.*

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-5 - Fundamentals of Programming 3 units**Logic using C++****(Same as CIS- 5)**

UC, CSU

*Prerequisite: None.**Advisory: CIS-1A.*

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-6- Discrete Mathematics for Computer Science 3 units**(Same as MAT-6)**

UC, CSU

*Prerequisite: MAT-10.**Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CSC-11- Computer Programming using Assembler 3 units**(Same as CIS-11)**

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-12 - PHP Dynamic Web Site Programming 3 units**(Same as CIS-12)**

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-14A - Web Programming: JavaScript 3 units**(Same as CIS-14A)**

CSU

*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML CIS/CSC-5 and CIS-72.*

Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-17A - C++ Programming: Objects 3 units**(Same as CIS-17A)**

UC, CSU

*Prerequisite: None.**Advisory: Previous programming experience writing functions arrays and CIS/CSC-5.*

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-17B - C++ Programming: Advanced Objects 3 units**(Same as CIS-17B)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-17A.*

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-17C - C++ Programming: Data Structures 3 units**(Same as CIS-17C)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-18A - Java Programming: Objects 3 units**(Same as CIS-18A)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-18B - Java Programming: Advanced Objects 3 units**(Same as CIS-18B)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-18C - Java Programming: Data Structures 3 units**(Same as CIS-18C)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-18D Data Structures and Algorithms 3 units**(Same as CIS-18D)****UC, CSU***Prerequisite: CIS/CSC-18A*

Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)

CSC-20 - Systems Analysis and Design 3 units**(Same as CIS-20)****CSU***Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours of laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-21 - Introduction to Operating Systems 3 units**(Same as CIS-21)****CSU***Prerequisite: CIS-1A.*

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CSC-25 - Introduction to Data Communications 3 units**(Same as CIS-25)****CSU***Prerequisite: CIS-1A.*

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CSC-27 - Information and Network Security 3 units**(Same as CIS-27)**

CSU

*Prerequisite: None.**Advisory: CIS-23.*

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the Computer Information Systems Discipline's Networking Certificate Program. May be taken a total of two times. 54 hours lecture.

CSC-28A - MS Access Programming 3 units**(Same as CIS-28A)**

CSU

*Prerequisite: None.**Advisory: CIS/CSC-5.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

CSC-61- Intro to Database Theory 3 units**(Same as CIS-61)**

CSU

Prerequisite: None.

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CSC-62 - MS Access DBMS: Comprehensive 3 units**(Same as CIS-62)***Prerequisite: None.*

Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing, and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CSC-63 -Introduction to Structured 3 units**Query Language (SQL)****(Same as CIS-63)**

CSU

Prerequisite: None.

This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture, and 18 hours laboratory. (TBA option)

COSMETOLOGY

The cosmetology curriculum consists of a minimum of, but not limited to, 1600 hours of instruction and requires a 2.0 average or higher in each of the five sequential courses to earn 47.5 units of college credit and a Certificate of Completion in Cosmetology. It prepares the student to qualify for the California State Board of Barbering and Cosmetology examination and the workforce. Upon passing the state examination, the student will be issued a cosmetologist license by the California State Board of Barbering and Cosmetology. Consult the Schedule of Classes for admittance and registration periods.

Requirements for Enrollment

1. Submit RCC online admissions application
2. Submit separate online application with Cosmetology Department during submission dates.
3. Send one copy of high school transcript to Admissions and Records Office. (If tenth grade has not been completed, make application for equivalency test.)
4. Approximate cost to student:

(Prices for the kit and textbooks are subject to change, which is beyond our control.) Please call the Cosmetology Department for exact prices (951) 222-8185.

a) Cosmetology Principles and Practices - approximately \$2,000-\$2,300 for the total program.

b) Manicuring and Pedicuring - approximately \$300-400 for the total program.

c) Esthetician - approximately \$1,000 for the total program.

For more information go towww.academic.rcc.edu/cosmetology**COS-60A - Beginning Cosmetology Concepts 11 units***Prerequisite: None.*

An introduction to cosmetology level-I basics in professional ethics, hygiene, professional image and personality growth and development. California State Board of Cosmetology rules and regulations are introduced at this level. Theory subjects include: bacteriology, sanitation and disinfection, trichology, and safety with hazardous chemicals. Instruction in basic techniques and manipulative skills include: hair cutting, permanent waving, hair color, press and curl, and manicure. 144 hours lecture and 186 hours laboratory.

COS-60B - Level II Cosmetology Concepts 10.5 units*Prerequisite: COS-60A.*

Designed to prepare the student for a career in Cosmetology. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology exam. This level contains anatomy and physiology nail disorders and diseases, skin disorders and diseases, level II hair coloring, and bleaching theory. Intermediate instructions in manipulative skills and in basic techniques of artificial eyelash application, facial masks and packs, corrective make-up, level II hair cutting, acid permanent waving, soft permanent waving, bleaching and toning, hair coloring special effects, acrylic nails manicuring. 126 hours technical instruction and 204 hours laboratory.

COS-60C - Level III Cosmetology Concepts 10 units*Prerequisite: COS-60B.*

A study of hair color problem solving, electricity, electrical facial, product knowledge, telephone techniques, appointment booking and lab procedures. Instruction in manipulative skills and application to patron services of chemical formulating and dispensing, electrical facials, including high frequency, faradic, sinusoidal, and galvanic currents, dermal lights, creative makeup techniques, nails tips, nail wraps and repair and waxing. 108 hours technical instruction and 222 hours laboratory.

COS-60D - Level IV Cosmetology Concepts 8 units*Prerequisite: COS-60C.*

State Board preparation; all related cosmetology theory subjects of the State Board examination will be studied in depth, as preparation for the State Board examination and laboratory application of each operation as it will be performed at State Board. Course may be taken a total of two times. 54 hours technical instruction and 276 hours laboratory.

COS-60E - Level V Cosmetology Concepts 8 units*Prerequisite: COS-60D.*

A study of the principles of salon design and employment skills will be explored. Current salon concepts and operations mandated by the Board of Cosmetology will be practiced. Course may be taken a total of two times. 54 hours technical instruction and 276 hours laboratory.

COS-60E1 - Level V Cosmetology Concepts 4 units*Prerequisite: COS-60A.*

A study of safety and related hazardous chemicals, principles of salon management, employment skills and opportunities, retailing and salesmanship, and current fashion concepts of hair styling. Advanced level instruction and practice of salon clinic principles, chemical hair relaxing, and manicuring, facials, pedicuring, and current fashion concepts of hair styling. 27 hours lecture and 138 hours laboratory.

COS-60E2 - Level V Cosmetology Concepts 4 units*Prerequisite: COS-60E-1.*

An in-depth study relating principles of retailing, advertising and marketing. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. 27 hours lecture and 138 hours laboratory.

COS-61A - Level I Cosmetology Instructor Concepts 7.5 units*Prerequisite: None.*

Limitation on enrollment: Cosmetology license issued by the State of California.

This course is offered for experienced cosmetologists to become qualified instructors. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering and Cosmetology examination. Subsequent enrollment in COS-61B will provide the student an opportunity for additional skill and competency within the subject matter. 54 hours of lecture/technical instruction and 246 hours laboratory.

COS-61B - Level I Cosmetology Instructor Concepts 7.5 units*Prerequisite: COS-61A.*

This course is offered for the experienced cosmetologists to become a qualified instructor. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering and Cosmetology examination. 54 hours of lecture/technical instruction and 246 hours laboratory.

COS-62A - Level I Esthetician Concepts 8.5 units*Prerequisite: None.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the first semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology Esthetics exam. The course contains the State Board rules and regulations, Cosmetology Act, related chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, ergonomics, beginning hazardous chemicals, client protection and safety, level I anatomy, level I physiology, histology of the skin, manual facials daytime make-up, eyebrow arching and hair removal (wax, tweezers and depilatories), application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

COS-62B - Level II Esthetician Concepts 8.5 units*Prerequisite: COS-62A.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the second semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the State Board rules and regulations, Cosmetology Act, level II chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, level II hazardous chemicals, client protection and safety, level II anatomy, level II physiology, histology of the skin, level II electrical facials (including all modalities) eyebrow arching and hair removal (wax, tweezers and depilatories) corrective make-up, application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

COS-64A - Manicuring and Pedicuring 5 units

Prerequisite: None for 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology rules and regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in COS-64B will provide the student with an opportunity for additional skill and competency development within the subject matter. 202 hours lecture - demonstration/laboratory.

COS-64B - Manicuring and Pedicuring 5 units

Prerequisite: COS-64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in COS-64B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. 202 hours lecture - demonstration/laboratory.

COS-67ABCD - New Trends and Techniques in Hairdressing 2 units

Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in COS-67 B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-68A - Principles and Practices of Competition Hairstyling 2 units

Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students.

A specialized course to develop precision performance in hair design at an advanced level of competency. The students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory.

COS-68B - Special Artistic Effects Used in Competition Hairstyling 2 units

Prerequisite: None.

Limitation on enrollment: Currently enrolled cosmetology students.

A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.

COS-69ABCD - Men's Hair Design 2 units

Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.

Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS-69 B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-200 - Cosmetology Work Experience 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.

CULINARY ARTS

Students must submit an online RCC admissions application and a separate culinary online application during submission dates. For more information go to www.academic.rcc.edu/culinary

CUL-20 - Fundamentals of Baking I 2 units

Prerequisite: None.

Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.00)

CUL-21 - Fundamentals of Baking II 2 units

Prerequisite: None.

Advisory: CUL-20.

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.00)

CUL-22 - Cake Decorating I **2 units***Prerequisite: None.*

This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products. May be taken a total of three times. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.00)

CUL-23 - Advanced Cake Decorating **2 units***Prerequisite: CUL-22.*

Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste - dark, white and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. May be taken a total of three times. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.00)

CUL-24 - Techniques of Garde Manger **2 units***Prerequisite: None.*

This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver's dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudites, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. May be taken a total of four times. 18 hours lecture and 54 hours laboratory. (Materials fee: \$65.00)

CUL-36 - Introduction to Culinary Arts **8 units***Prerequisite: None.**Advisory: REA-95.*

Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.

CUL-37 - Intermediate Culinary Arts **8 units***Prerequisite: CUL-36.*

Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture and 307 hours laboratory.

CUL-38 - Advanced Culinary Arts **8 units***Prerequisite: CUL-37.*

Limitation on enrollment: Negative TB test/chest x-ray within the last three years.

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

CUL-40 - Professional Waitstaff Training **.5 unit***Prerequisite: None.*

This course introduces the skills, techniques and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette. 9 hours lecture and 9 hours laboratory. (Materials fee: \$10.00)

CUL-41 - Wine and Food Pairing 2 units*Prerequisite: None.**Limitation on enrollment: Students must be at least 21 years old to sample wines.*

This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Wines will be sampled during class. 36 hours lecture. (Materials fee: \$40.00)

CUL-42 - International Cuisine 2 units*Prerequisite: None.*

This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 18 hours lecture and 54 hours laboratory. (Materials fee: \$65.00)

CUL-45 Cognizant Cuisine: 1 unit**Delicious Decisions for Better Living***Prerequisite: None.*

A modern philosophy of food responsibility addressing issues of health, economics, community, environment and ethics through consumption of high quality and delicious foods. Course focus is on philosophies and skills that can be utilized by individuals to procure, prepare, and ingest food in the most enjoyable and responsible ways possible. 18 hours lecture and 12 hours laboratory. (Materials fee: \$60.00)

CUL-200 - Culinary Arts Work Experience 1-2-3-4 units**CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DANCE**ACADEMIC COURSES****DAN-3 - World Dance Survey 2 units****UC, CSU***Prerequisite: None.*

This course is designed to introduce students to dance technique from a specific regional area, culture or ethnic group. International styles to be studied might include Spanish, Balinese, Flamenco and will be the choice of the instructor. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

DAN-4 - Music for Dance 2 units**UC, CSU***Prerequisite: None.*

Music for Dance is designed to develop the skills necessary for a dancer/choreographer/musician to make the best use of sound in relationship to movement. The student will gain the tools needed to communicate intelligently with the composer/musician and dancer/choreographer. 18 hours lecture and 54 hours laboratory.

DAN-5 - Introduction to Movement Education for 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.

DAN-6 - Dance Appreciation 3 units**UC, CSU***Prerequisite: None.*

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.

DAN-7 - Choreography I 2 units**UC, CSU***Prerequisite: DAN-6 or concurrent enrollment.*

The study of dance as an art form with emphasis on the basic elements and forms of dance composition. 18 hours lecture and 54 hours laboratory.

DAN-8 - Choreography II 2 units**UC, CSU***Prerequisite: DAN-7.*

The continuing study of dance as an art form with emphasis on exploring space, time and energy as elements of choreographic style on the intermediate level. 18 hours lecture and 54 hours laboratory.

DAN-9 - Choreography III 2 units**UC, CSU***Prerequisite: DAN-8.*

The continuing study of dance composition with emphasis on improvisation as a choreographic tool. 18 hours lecture and 54 hours laboratory.

ACTIVITY COURSES

DAN-D9 - Concert Dance Ensemble **5 unit**
UC, CSU*Prerequisite: None.**Advisory: High competence in performance area.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. May be taken a total of four times. 27 hours laboratory. (TBA option)

DAN-D10 - Dance Performance **3 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course provides the opportunity for students to rehearse and perform in the Student Dance Concert. Auditions are held to determine technical and choreographic skill. Student and faculty dances are performed in concert. May be taken a total of four times. 162 hours laboratory.

DAN-D11 - Rehearsal and Performance **2 units**
UC, CSU*Prerequisite: None.**Advisory: DAN-D22 or D38 or equivalent dance experience.**Limitation on enrollment: Audition on or before the first class meeting.*

In this course, the student develops material for lecture-demonstrations, master classes and mini-concerts. It involves development of the material as well as rehearsal and performance. May be taken a total of four times. 108 hours laboratory.

DAN-D12 - Dance Touring Ensemble **2 units**
UC, CSU*Prerequisite: DAN-D11.*

The student will develop ensemble performance skills through creating, rehearsing and performing a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble school performance season. May be taken a total of four times. 108 hours laboratory.

DAN-D13 - Dance Repertoire, Modern **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of modern dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D14 - Dance Repertoire, Jazz **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of jazz, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D15 - Dance Repertoire, Ballet **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of ballet, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D16 - Dance Repertoire, Tap **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of tap, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D17 - Dance Repertoire, Ethnic **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Develop a concert repertoire in the genre of ethnic dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D18 - Dance Performance Production **1 unit**
UC, CSU*Prerequisite: None.**Corequisite: DAN-D10.*

Directed dance projects for stage, integrating all aspects of choreographic design with the elements of theatre production resulting in the public studio or stage performance of works-in-progress or completed works during the semester. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

DAN-D19 - Conditioning for Dance 1 unit
UC, CSU
Prerequisite: None.
Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

DAN-D20 - Introduction to Social Dance 1 unit
UC, CSU
Prerequisite: None.
This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. 54 hours laboratory.

DAN-D21 - Ballet, Beginning 1 unit
UC, CSU
Prerequisite: None.
This class will provide an opportunity to learn, practice and apply fundamental ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D22 - Ballet, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Learn, practice and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Introduce the study of historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D23 - Ballet, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D22.
Learn, practice and apply intermediate ballet skills learned in intermediate ballet toward the refinement of technical and artistic expression characteristic of advanced level technique. The study of historical and cultural context of ballet will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D24 - Pointe Technique, Beginning 1 unit
UC, CSU
Prerequisite: DAN-D22 or D23.
Introduction and development of the technical aspects of pointe work in the ballet curriculum. Beginning skills will be the foundation for more demanding vocabulary at the barre, in center work, pirouette technique and turns across the floor. May be taken a total of four times. 54 hours laboratory.

DAN-D25 - Floor Barre 1 unit
UC, CSU
Prerequisite: None.
This course is designed for students of all levels. Students will concentrate on ballet-based floor exercises designed to build strength and true alignment of the body. By improving flexibility and agility, the students will learn how to prevent injuries and increase movement longevity. May be taken a total of four times. 54 hours laboratory.

DAN-D30 - Social Dance Styles 1 unit
UC, CSU
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D31 - Hip-Hop Dance 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. May be taken a total of four times. 54 hours laboratory.

DAN-D32 - Jazz, Beginning 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

DAN-D33 - Jazz, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Retention based on successful audition.
Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. 54 hours laboratory.

DAN-D34 - Jazz, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D33.
Learn, practice and apply intermediate jazz dance skills learned in intermediate jazz toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of jazz dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D37 - Modern Dance, Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

DAN-D38 - Modern Dance, Intermediate 1 unit
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting.

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory.

DAN-D39 - Modern Dance, Advanced 1 unit
UC, CSU*Prerequisite: DAN-D38.*

Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D43 - Tap Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.

DAN-D44 - Tap, Intermediate 1 unit
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting.

Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. 54 hours laboratory.

DAN-D45 - Tap, Advanced 1 unit
UC, CSU*Prerequisite: DAN-D44.*

Learn, practice and apply intermediate tap dance skills learned in intermediate tap toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of tap dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D46 - Body Control Mat Work .5 unit
UC, CSU*Prerequisite: None.*

This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. 27 hours laboratory.

DAN-D47 - Pilates Beginning 1 unit
UC, CSU*Prerequisite: None.*

This beginning level course in alignment and correctives work is based on exercises and concepts developed by Joseph Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing and concentration. May be taken a total of four times. 54 hours laboratory.

DAN-D48 - Universal Reformer Technique 1 unit
UC, CSU*Prerequisite: DAN-D47.*

Intensive mat work and repertoire on the universal reformer developed by Joseph Pilates will emphasize alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration. May be taken a total of four times. 54 hours laboratory.

DAN-D49 - Pilates, Intermediate 1 unit
UC, CSU*Prerequisite: DAN-D47.*

This intermediate level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive strengthening and stretching exercises based on Pilates' principles. May be taken a total of four times. 54 hours laboratory.

DAN-D50 - Pilates for Dancers 1 unit
UC, CSU*Prerequisite: None.*

Conditioning and specialized training for dancers using the Pilates Method for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. May be taken a total of four times. 54 hours laboratory.

DAN-D51 - Pilates, Advanced 1 unit
UC, CSU*Prerequisite: DAN-D49.*

This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive advanced level strengthening and stretching exercises based on Pilates' principles. May be taken a total of four times. 54 hours laboratory.

DAN-D60 - Dance Techniques for Musical Theater .5 unit
UC, CSU*Prerequisite: None.*

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.

DAN-D61 - Summer Ballet Intensive .5 unit
UC, CSU*Prerequisite: None.*

Concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova. May be taken a total of four times. 27 hours laboratory.

DAN-D62 - Summer Jazz Intensive .5 unit
UC, CSU*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include hip-hop, Commercial Jazz, Luigi technique, Giordano technique, Broadway Jazz, or Fosse-based dance. May be taken a total of four times. 27 hours laboratory.

DAN-D63 - Summer Modern Dance Intensive .5 unit
UC, CSU*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular modern dance style from a visiting guest artist or dance faculty. Styles to be studied might include Cunningham technique, Limon technique, Dunham technique, or Graham technique. May be taken a total of four times. 27 hours laboratory.

DAN-D64 - Summer Tap Dance Intensive .5 unit
UC, CSU*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular tap dance style from a visiting guest artist or dance faculty. Styles to be studied might include rhythm tap, Broadway tap, soft shoe, and tap improvisation. May be taken a total of four times. 27 hours laboratory.

DAN-D65 - Summer World Dance Intensive .5 unit
UC, CSU*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular world dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. May be taken a total of four times. 27 hours laboratory.

DAN-D66 - Summer Social Dance Intensive .5 unit
UC, CSU*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular social dance style from a visiting guest artist or dance faculty. Styles to be studied might include tango, lindy hop, paso doble, salsa or nightclub two-step. May be taken a total of four times. 27 hours laboratory.

DAN-D67 - Summer Musical Theatre Dance Intensive .5 unit
UC, CSU*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular musical by a visiting guest artist or dance faculty. Musicals to be studied might include "42nd Street," "Chicago," "On Your Toes," "Oklahoma!" or "West Side Story." May be taken a total of four times. 27 hours laboratory.

EARLY CHILDHOOD EDUCATION
EAR-19 - Observation and Assessment in**Early Childhood Education****3 units**

UC, CSU

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**3 units**

UC, CSU

Prerequisite: None.

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

EAR-22 - Early Childhood Programs and Career Opportunities **3 units****CSU***Prerequisite: None.*

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

EAR-23 - Family Home Child Care Program **3 units****CSU***Prerequisite: None.*

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

EAR-24 - Introduction to Curriculum **3 units****CSU***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 **3 units****CSU***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 **3 units****CSU***Prerequisite: None.*

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture.

EAR-28 - Principles and Practices of Teaching Young Children **3 units****CSU***Prerequisite: None.*

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

EAR-30 - Practicum in Early Childhood Education **4 units****CSU***Prerequisite: EAR- 20, 24, 28 and 42.*

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

EAR-31 - Home Visiting 3 units

CSU

Prerequisite: EAR-20.

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings 3 units

CSU

*Prerequisite: None.**Advisory: EAR-20.*

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers 3 units

CSU

*Prerequisite: None.**Advisory: EAR-33.*

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

EAR-35 - Internship in Infant and Toddler Care 3 units

CSU

*Prerequisite: EAR-20.**Advisory: EAR-33 and 34.*

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care 3 units

CSU

Prerequisite: EAR-20.

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms 3 units

CSU

Prerequisite: EAR-44.

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

EAR-39 - Mentor Seminar .5 unit*Prerequisite: None.**Limitation on enrollment: Selection as an Early Childhood Mentor Teacher or Director.*

Early childhood Mentors attend monthly seminars to explore issues related to their role as supervisors of early childhood student teachers. Seminar content will be individualized to meet the needs of each Mentor. May be taken a total of four times. 9 hours lecture.

EAR-40 - Introduction to Infants and Children with Disabilities and Other Special Needs 3 units

CSU

Prerequisite: None.

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education **4 units**

CSU

Prerequisite: EAR-20.

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory (TBA option).

EAR-42 – Child, Family, and Community **3 units**

CSU

Prerequisite: None.

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors **3 units**

CSU

*Prerequisite: EAR-20.**Corequisite: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood Programs I **3 units***Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

EAR-45 - Administration of Early Childhood Programs II **3 units**

CSU

Prerequisite: EAR-44.

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma **3 units**

CSU

Prerequisite: None.

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers **1 unit***Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline **2 unit***Prerequisite: None.*

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture.

EAR-54 - Parenting: Contemporary Parenting 1 unit**Issues and Problems***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-5 - Economics of the Environment 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

ECO-6 - Introduction to Political Economy 3 units
(Same as POL-6)
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H - Honors Principles of Macroeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

EDUCATION
EDU-1 - Teaching in the Multicultural Classroom 3 units
UC, CSU*Prerequisite: None.*

This is the first course en route to teaching as a profession. In addition to an introduction to the history of public education, the following topics are covered within the context of a multicultural/multilingual classroom: motivation, lesson design, teaching strategies, discipline and management and professionalism. A required guided observation of class components in the elementary and secondary schools is based on these last five areas. 54 hours lecture.

EDU-3 - Introduction to Literacy Instruction 3 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.*

This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.

EDU-4 - Introduction to Literacy/ Service Learning 1 unit
CSU*Prerequisite: None.*

This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

EDU-5 - AmeriCorps Community Service-Learning 3 units
CSU*Prerequisite: None.*

This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. May be taken a total of two times. 54 hours lecture and 360 hours classroom tutoring.

EDU-51 - Leadership Development Studies 3 units
CSU*Prerequisite: None.*

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EDU-200 - Education Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ELECTRONICS

ELE-61 - Introduction to Robotics **3 units**
(Same as MAN-61)
CSU

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

ELE-200 - Electronics Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

| Core Requirements | Units |
|--------------------|-----------|
| MAT-1A, 1B | 8 |
| CHE-1A, 1B | 10 |
| CIS-17A | 3 |
| PHY-4A, 4B, 4C | 12 |
| ENE-10 | 1 |
| ENE-17 | 4 |
| ENE-22 or 23 or 30 | 3 |
| ENE-35 | 3 |
| ENG-1A | 4 |
| ELECTIVES | 4 or more |
| TOTAL | 48 |

Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

| | |
|---------|---|
| ENE-1A | 3 |
| ENE-20 | 3 |
| MAT-12 | 3 |
| CHE-2A | 4 |
| CHE-12A | 5 |
| BIO-1 | 4 |
| CIS-11 | 3 |

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I **3 units**
CSU

Prerequisite: None.

Advisory: MAT-36.

Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-1B - Plane Surveying, II **3 units**
CSU

Prerequisite: ENE-1A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-4 - Introduction to Engineering Design **3.5 units**
UC, CSU

Prerequisite: None.

Students will develop an understanding of engineering design including the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving in order to produce a product. 54 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-5A - Engineering Principles I **3 units**
UC, CSU

Prerequisite: None.

Advisory: MAT-36.

First in a two-part series of project-based courses that demonstrates mastered skills in all fields of engineering. Course embraces the tenets of project-based learning, where students develop specific projects in mechanics, electrical and control systems. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-5B - Engineering Principles II **3 units**

CSU

*Prerequisite: ENE-5A.**Advisory: PHY-2A.*

Second in a two-part series of project-based courses that demonstrate skill mastery in all fields of engineering. These projects include design and execution of engineering systems such as thermodynamics, statics, strength of materials, engineering reliability and, as a capstone project, the design and implementation of an electrical/electronic marble sorter. 36 hours lecture and 54 hours laboratory.

ENE-10 - Introduction to Engineering **1 unit**
UC, CSU*Prerequisite: None.*

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENE-21 - Drafting **3 units**
UC, CSU*Prerequisite: None.*

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-35 - Statics (Engineering Mechanics) **3 units**
UC, CSU*Prerequisite: PHY-4A.*

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.

ENE-51 - Blueprint Reading **2 units***Prerequisite: None.*

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENE-60 - Math for Engineering Technology **3 units***Prerequisite: None.*

A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

ENG-1A - English Composition **4 units**
UC, CSU*Prerequisite: ENG-50 or 80 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1AH - Honors English Composition **4 units**
UC, CSU*Prerequisite: ENG-50 or 80 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1B - Critical Thinking and Writing **4 units**
UC, CSU*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1BH - Honors Critical Thinking and Writing **4 units**
UC, CSU*Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-4 - Writing Tutor Training 2 units
CSU*Prerequisite: ENG-1A or 1AH.*

Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid “appropriating the text” (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. May be taken a total of two times. 27 hours lecture and 27 hours laboratory. (TBA option)

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-7 - British Literature II: Romanticism through Postmodernism 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-8 - Introduction to Mythology 3 units
(Same as HUM-8)
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

ENG-9 - Introduction to Shakespeare 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-10 - Special Studies in Literature 3 units
CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-11 - Creative Writing 3 units
UC, CSU*Prerequisite: ENG-1A or 1AH.*

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development of fiction and poetry projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-12 - Special Studies in Creative Writing 3 units
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Studies in the principles and practice of specialized areas of creative writing, such as genre writing, blogging, travel writing, the personal essay, long form writing. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class writing assignments provide practice in writing techniques as well as peer- and self-analysis. Topics are selected according to student and instructor needs and interest. Subsequent enrollment in an additional semester affords students the opportunity for further development of specialized creative writing projects, as well as further development of creative writing and analysis skills and techniques. This course may be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-13 - Introduction to Playwriting 3 units
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Explores the fundamentals of writing for the theatre through the experience of playwriting, play analysis, and study of the theatrical apparatus. Lectures and discussion emphasize historical and contemporary theories of world drama, dramatic structure, characterization, dialogue and monologue, and the role of the playwright within the collaborative art form of live performance. Subsequent enrollment in an additional semester will afford students opportunity for further preparation of materials, including monologues, scenes, ten-minute and one-act plays for the stage, as well as further development of playwriting and play analysis skills. May be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-14 - American Literature I: Pre-Contact through Civil War 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-15 - American Literature II: 1860 to the Present 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-16 - Introduction to Language 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-17 - Literary Magazine Production 2 units
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Emphasis is on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ENG-18 - Survey of Native American Literature 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-20 - Survey of African American Literature 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-23 - The Bible as Literature 3 units
(Same as HUM-23)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-25 - Latino Literature of the United States 3 units
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-26 - The Literature of Mysticism, Meditation and Madness 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Mysticism, meditation, and madness examined in a literary context. Emphasis is placed on theme, imagery and character development in a variety of "journey tales." Supplementary readings in psychology, religion, and/or philosophy will be used. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-30 - Children's Literature 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture. (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-38 - Introduction to Screenwriting 3 units

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to and overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-39 - Screenwriting II 3 units

CSU

*Prerequisite: None.**Advisory: ENG-38, FTV-70, and qualification for ENG-1A.*

Intermediate level exploration of the elements of structure, theme, plot, character, and dialogue in writing for film and television. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplays, focusing primarily on refinement of previous material and additional act development. Students will also read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-40 - World Literature I: From Ancient Literatures to the Seventeenth Century 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-41 - World Literature II: Seventeenth Century Through the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-44 - Poetry from the Twentieth Century to the Present 3 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (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-47 - Inlandia: Regional Writing about the Inland Empire **3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Studies in creative writing (fiction, poetry, creative nonfiction, and/or playwriting) focusing on regional writing about the Inland Empire. Includes study in techniques of creative writing as well as discussion and practice of various aspects of writing from, and about, specific locations, cultures, and environments. Lectures and discussions involve analysis of professional examples and techniques of regional writing. In-class workshops along with in-class and out-of-class writing assignments provide writing practice and application of writing techniques through peer-analysis and self-analysis. Subsequent enrollment in an additional semester affords students opportunity for further development in the skill of regional writing. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-48 - Short Story and Novel from the Twentieth Century to the Present **3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-49 - Introduction to the One-Hour Teleplay **3 units**

CSU

*Prerequisite: None.**Advisory: FTV-68 and 70 and qualification for ENG-1A.*

An introduction to the formal elements of the one-hour teleplay. Students will critically analyze professional scripts, view model examples of one-hour format television, and write their own one-hour teleplay/spec scripts. Students will have the opportunity to read and critique each others' teleplays in a workshop setting. May be taken a total of two times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-50 - Basic English Composition **4 units***Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-57 - Basic Literature and Composition **4 units***Prerequisite: None.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ENG-60A - English Fundamentals: Sentence to Paragraph **4 units***Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A1 - English Fundamentals: Sentence Structure **1 unit***Prerequisite: None.*

Develops students' sentence structure skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A2 - English Fundamentals: Grammar and Usage **1 unit***Prerequisite: None.*

Develops students' grammar and usage skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A3 - English Fundamentals: Mechanics and Spelling **1 unit***Prerequisite: None.*

Develops students' mechanics and spelling skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60A4 - English Fundamentals: Paragraph Construction **1 unit***Prerequisite: None.*

Develops students' paragraph writing skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. May be taken a total of two times. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units

Prerequisite: ENG-60A or qualifying placement level.

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-85 - Writing Clinic 5 unit

Prerequisite: None.

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory. (TBA option) (Pass/No Pass only)

ENG-90B - Special Topics in English: The Research Paper Process 1 unit

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Guides students through the entire research process, which includes choosing the topic; conducting and evaluating research; organizing the research material; pre-writing and multiple drafts; academic formats; and preparation of the final product. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ENGLISH AS A SECOND LANGUAGE
ESL-51 - Basic Writing and Grammar 4 units

Prerequisite: None.

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-52 - Low-intermediate Writing and Grammar 4 units

Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-53 - Intermediate Writing and Grammar 4 units

Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL- 52.

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-54 - High-intermediate Writing and Grammar 5 units UC, CSU

Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-55 - Advanced Writing and Grammar 5 units UC, CSU

Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken two times. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-65 - American Classroom Culture 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53.

Assists international students with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-71 - Basic Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the basic level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-72 - Intermediate Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-53 or 54.*

Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the intermediate level. May be taken two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-73 - High-intermediate Reading and Vocabulary 4 units*Prerequisite: None.**Advisory: Enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the high intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-90A - Special Topics in ESL: Improving Note Taking Skills 1 unit*Prerequisite: None.**Advisory: Qualification for enrollment in ESL-53 or higher.*

Provides students with basic instruction and extensive practice in listening and organizing notes for college classes. Preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures on a variety of subjects. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90C - Special Topics in ESL: Preposition Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and phrasal verbs. Attention will focus on specialized usage and problem areas. Topics include two- and three-part verbal idioms, two-part adjectives, adjectival and adverbial idioms, and prepositions used in normal discourse. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90D - Special Topics in ESL: Verb Tense Review 2 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-54 or higher.*

Provides students with intensive review, practice, and use of all the basic English verb tenses. May be taken a total of four times. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90E - Special Topics in ESL: Academic Vocabulary 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in a wide variety of communicative activities that expand their language skills by understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word level, the sentence level, and the context level. Strives to increase students' active vocabulary by learning not only the meaning of words but also their use in original expressions. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with extensive review of and practice using definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90I - Special Topics in ESL: Punctuation Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90J - Special Topics in ESL: Spelling Review 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90K - Special Topics in ESL: Introduction to Using the Internet 1 unit*Prerequisite: None.**Advisory: Qualification for ESL-54 or higher.*

Familiarizes students with basic terminology for working online, using the Internet to do academic research, web research using URLs and search engines, and providing practice with e-mail, bulletin boards, posting messages, writing web site reviews, and posting paragraphs and short essays online. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-91 - Oral Skills I: Beginning Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-53 or 54.*

This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50.*

This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-95 - Pronunciation and Accent Reduction 3 units*Prerequisite: None.**Advisory: Qualification for ESL-52 or higher.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

FILM STUDIES
FST-1 - Introduction to Film Studies UC, CSU 3 units*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the general principles and techniques of film studies, with focused attention on film's formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures. Provides instruction on discussing and writing about film as a complex form of creative expression rooted within history, society, and culture. Attends to narrative, experimental, and documentary examples. Discussion is supported by a survey of American and International film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-2 - Introduction to Television Studies 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the general principles and techniques of television studies, including its stylistic conventions; primary genres; evolving modes of production, distribution, and exhibition; and important critical methodologies. Provides instruction for writing about television as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by a survey of American and International television. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-3 - Introduction to International Cinema 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to International cinema. Includes a survey of the various “new waves” that swept European cinema in the wake of World War II to the turn-of-the-century (Italian neo-realism, French New Wave, New German cinema, British “kitchen sink” and New Black cinema, New Spanish cinema). Attention is also paid to select examples of contemporary cinema, such as Indian, Iranian, Mexican, and Chinese. Focus is upon key films, filmmakers, manifestos, and national cinemas. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-4 - Introduction to Film Genres 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to classic film genres and their continuing resonance within contemporary American and International film. Investigates their origins, evolutions, and transformations, recognizes their role within creative and social expression, and covers their technical and thematic conventions. Includes a survey of representative film genres, movements and styles, such as the crime film, the musical, the Western, the Women’s picture, film noir, horror, screwball comedy, science fiction, and war. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-5 - Fiction and Film: Adaptation 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of novels, short stories, plays and graphic novels adapted for the screen. Examples of literature, the screenplay, and film are used to explore adaptation as a creative process; particular attention is paid to such writerly concerns as act structure, plot, narration, theme, diction, point of view, and characterization. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-6 - Screenplay Analysis:
The Craft of the Screenplay** 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to screenplay analysis. Compares examples of screenwriting to other forms of dramatic writing, examines screenwriting techniques and theories, compares films and television episodes to their scripts. Considers the role of the writer in film and television. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-7 - History of World Film I:
From the Beginning through the 1950’s** 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Critical and analytical history of world cinema from its beginnings in the nineteenth century to through the 1950s, attention paid to multiple forms of historical explanation and representative films. Study of film’s pre-history in light and motion toys; invention and development of national silent film industries; the conversion from asynchronous to synchronous sound; rise and fall of the Hollywood studio system and its opposition (the art film and the avant garde); the onset of various new waves through the 1950s. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-8 - History of World Film II:
The 1960’s to the Present** 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Survey of world film history after 1960 examining the crisis in Hollywood filmmaking following the break-up of the major studios and the expansion of broadcast television, the development of political cinema, documentary, and experimental in the United States and abroad during the 1960s and 1970s, the emergence of post-World War II auteurs, emerging film industries in Latin America, the Middle East, and Africa since the 1970s, the development of the global “entertainment economy” during the 1980s, effects of NAFTA on Latin American film industries; the evolution of new postmodern production, distribution, and exhibition strategies following the opening of the World Wide Web in the 1990s, and rise of the film festival in the United States and abroad. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FILM, TELEVISION AND VIDEO
FTV-11 - Sound Recording and Reinforcement 3 units**Techniques****CSU***Prerequisite: None.*

Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-12 - History of American Film 3 units**UC, CSU***Prerequisite: None.*

This course examines the historical development of film from the perspective of technology, and the arts and sciences of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

FTV-38 – Film, Television and Video Production Project 3 units**CSU***Prerequisite: FTV-42, 43, 44, 45, 48, 64, 66 or 71.**Advisory: Prior completion of or concurrent enrollment in FTV-74.*

Supervised production of an approved project in television production, film production, audio or graphics in media. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. Subsequent enrollment will enable students to address the challenges of completing a project in either of the four program emphases. May be taken a total of four times. 18 hours lecture and 108 hours laboratory.

FTV-41 - Introduction to Telecommunications 3 units**UC*, CSU***Prerequisite: None.*

A survey of electronic media including the history and development of mass media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. 54 hours lecture.

FTV-42 - Writing for Broadcast Television and Radio 3 units**CSU***Prerequisite: None.*

The theory and practice of short-form writing for broadcast television and radio. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content, forms of scripts for news, commercials and public service announcements. May be taken a total of three times. 45 hours lecture and 27 hours laboratory.

FTV-43 - Television Studio and Equipment 3 units**CSU***Prerequisite: None.*

Introduction to use of cameras, recorders, editors and control room and related areas. Work will include theories and practices, terminology and operation of all television production job categories. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-44 - Television Production 3.5 units**CSU***Prerequisite: None.*

Basic principles of television production including operation of equipment, program development and live-to-tape production. Students will produce, direct, and crew a variety of projects, including interviews, commercials, entertainment and instructional programs. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

FTV-45 - Television News Production 3.5 units**CSU***Prerequisite: None.**Corequisite: FTV-51.**Advisory: JOU-1 or ENG-1A or 1AH.*

An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will enhance student's skills and proficiency through supervised practice in the participatory activity of television news production. Students will also take on progressively more demanding and responsible duties in the production of the "Inland Valley News." May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

FTV-46 - Editing for Television 3 units**CSU***Prerequisite: None.*

A course in post-production practices and procedures for television with emphasis on off-line and on-line editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. May be taken a total of three times. 35 hours lecture and 85 hours laboratory.

FTV-48 - Short Film Production **3 units**
CSU

Prerequisite: None.

Advisory: Prior completion of or concurrent enrollment in FTV-74.

Introduction to the filmmaking process; includes practical experience in production planning, filming and post-production. Emphasis on the techniques of motion picture photography and the operation of 16mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

FTV-51 - Telecommunications Laboratory 1 **1 unit**
CSU

Prerequisite: None.

Advisory: Completion of or concurrent enrollment in FTV-11, 42, 43, 44 or 45.

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 54 hours laboratory. (TBA option)

FTV-52 - Telecommunications Laboratory 2 **2 units**
CSU

Prerequisite: None.

Advisory: Completion of or concurrent enrollment in FTV-11, 42, 43, 44 or 45.

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 108 hours laboratory. (TBA option)

FTV-53 - Telecommunications Laboratory 3 **3 units**
CSU

Prerequisite: FTV-11, 42, 43, 44, 45, or 64.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. May be taken a total of four times. 162 hours laboratory.

FTV-60 - Overview of Digital Media **3 units**
CSU

Prerequisite: None.

Introduction to the digital media/multimedia industry including history, professions and application of interactive multimedia in business, education and entertainment. Students will benefit from extensive demonstration of effective interactive design products in a variety of digital formats including, but not limited to, CD-ROM, Web pages, computer based training and interactive games. Emphasis on the development of critical analysis of design elements and practical application of design principles. 54 hours lecture.

FTV-63 - Multimedia Sound Design Techniques **3 units**
CSU

Prerequisite: None.

An introduction to the techniques and equipment used to record sound tracks for multimedia applications. Students will use virtual workstations to select the appropriate method for engineering and recording a broad range of sound, including music and special effects. Emphasis on small group lecture and demonstration with hands-on practice and experience. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

FTV-64 - Digital Editing Principles and Techniques **3 units**
CSU

Prerequisite: None.

A course in post-production video editing concepts and techniques in a non-linear computer-based editing environment. Course is designed to teach the aesthetics as well as techniques of the edit utilizing industry-recognized software. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-65 - The Director's Art in Filmmaking **3 units**
UC, CSU

Prerequisite: None.

Analysis and exploration of the principles of film aesthetics with emphasis on the director's role in influencing and creating a film. The course covers the basic steps of film directing and explores the classic opposition between expressionist and realistic film styles. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic films and the styles of five great directors: Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. May be taken a total of three times. 54 hours lecture.

FTV-66 - Advanced Digital Editing Concepts **3 units**
CSU

Prerequisite: FTV-64.

Advanced concepts in digital video editing using Final Cut Pro and various multimedia production software programs. Emphasis will be placed on importing multimedia files, special effects, titling, graphics and chroma key. May be taken a total of four times. 36 hours lecture and 54 hours laboratory

FTV-67 - Introduction to Video Production **2 units**
CSU

Prerequisite: None.

An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

FTV-68 - Story Development Process in the Entertainment Industry **3 units**
CSU

Prerequisite: None.

An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, and the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture.

FTV-69 - Script Supervising for Film and Television **3 units**
CSU

Prerequisite: None.

Introduction to the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries. May be taken a total of three times. 45 hours lecture and 27 hours laboratory.

FTV-70 - Scriptwriting Software Using Final Draft **1 unit**
CSU

Prerequisite: None.

Skill development in the use of scriptwriting software, Final Draft and Final Draft AV for television, film, audiovisual, and stage production. Includes introduction to the structure and key elements of script formats used in television, film, stage, documentary and audiovisual production. May be taken a total of two times. 18 hours lecture.

FTV-71 - Sound Engineering for Audio in Media **3 units**
CSU

Prerequisite: None.

Introduction to sound engineering techniques used to record and reinforce audio in television, radio, theatre, multimedia and music; emphasis on small-group lecture and demonstration with hands-on practice and experience in the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Students work with others in theater, television, digital media and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

FTV-72 - Introduction to Lighting Design for Film and Television **3 units**
CSU

Prerequisite: None.

Advisory: FTV-44 or 45 or 48.

Introduction to the practice of interpreting and implementing effective lighting designs for film, television, video and multimedia applications. Students will learn to use a variety of lighting techniques and instruments, both professional and improvised, to achieve specific artistic objectives. Course includes characteristics of light, quantity and quality of light, interpreting lighting requirements, and mood enhancement through the use of light. Subsequent enrollment will enable students to develop additional skills and proficiency in the practice of lighting design. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

FTV-73 - Introduction to Pro Tools Digital Audio Recording **3 units**
CSU

Prerequisite: None.

Basic principles of digital studio recording and audio editing using industry-standard software, Pro Tools; emphasis on applications in sound engineering and design. Includes the fundamental use of the Pro Tools LE system to build sessions that include multi-track recordings of live instruments, MIDI sequences, software synthesizers and samplers. Also includes an introduction to basic elements of sound and digital audio workstations. After successful completion of this course, students are eligible to take the Digidesign Pro Tools 101 exam. 36 hours lecture and 54 hours laboratory.

FTV-74 - Production Planning and Management **3 units**
CSU

Prerequisite: None.

Advisory: Concurrent enrollment in or prior completion of FTV-38 or 48.

Practical and technical elements of developing the shooting script required to move the story from the page to the screen. The course introduces techniques for developing the script breakdown with camera placement and movement, location and production scheduling, budgeting, and lining the script. Particular emphasis is placed on balancing the art of the story with the practicalities of filmmaking. Students will develop the shooting script for an original short film screenplay idea or adaptation. 54 hours lecture.

FTV-200 - Telecommunications 1-2-3-4 units**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.

FRENCH
FRE-1 - French 1 5 units
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-2 - French 2 5 units
UC, CSU*Prerequisite: FRE-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-3 - French 3 5 units
UC, CSU*Prerequisite: FRE-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-4 - French 4 5 units
UC, CSU*Prerequisite: FRE-3.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

FRE-8 - Intermediate Conversation 3 units
UC, CSU*Prerequisite: FRE-2 or 3.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. May be taken a total of four times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FRE-11 - Culture and Civilization 3 units
UC, CSU*Prerequisite: None.*

Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

GEOGRAPHY
GEG-1 - Physical Geography 3 units
UC, CSU*Prerequisite: None.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1H - Honors Physical Geography 3 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1L - Physical Geography Laboratory 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

GEG-2 - Human Geography 3 units

UC, CSU

Prerequisite: None.

The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3 - World Regional Geography 3 units

UC, CSU

Prerequisite: None.

A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

GEG-4 - Geography of California 3 units

UC, CSU

Prerequisite: None.

An introduction to California's physical and cultural diversity as well as the issues facing individual regions and the state. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues using maps and other geographic tools. Topics include regions, demographic trends, politics, climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urbanization, agriculture, and the challenges of the future. 54 hours lecture.

GEG-5 - Weather and Climate 3 units**(Same as PHS-5)**

UC, CSU

Prerequisite: None.

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

GEG-6 - Geography of the United States and Canada 3 units

UC, CSU

Prerequisite: None.

An overview of the regions of the United States and Canada. Topics include including regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

GEOLOGY
GEO-1 - Physical Geology 3 units

UC, CSU

Prerequisite: None.

Examines the composition and structure of the Earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics. The course also examines some of the social consequences of geological processes and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (GEO-1L) and an optional field course (GEO-30A/B) 54 hours lecture.

GEO-1B - Historical Geology 4 units

UC, CSU

Prerequisite: None.

Geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest. 54 hours lecture and 54 hours laboratory.

GEO-1L - Physical Geology Laboratory 1 unit
UC, CSU

Prerequisite: Concurrent or previous enrollment in GEO-1 or 1A.

This course is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of minerals, and the study of rocks. 54 hours laboratory.

GEO-2 - Geology of the National Parks and Monuments 3 units
CSU

Prerequisite: None.

A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, films, slides, and maps. 54 hours lecture.

GEO-3 - Geology of California 3 units
UC, CSU

Prerequisite: None.

The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics include: examining major structural elements (faults) within the state; the study of the geology and the history of California's geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. 54 hours lecture. Optional Field Trips: GEO-30A, 30B or 31 will accompany the course - 1 unit.

GEO-30A - Geology Field Studies of Southern California 1 unit
CSU

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.

A field course with trips to regional points of geologic interest. This class includes a series of three to four field excursions to sites of geologic interest. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blackhawk landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California's coastline, the San Bernardino mountains, Rainbow Basin, Calico mountains and San Diego mining district. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours to be arranged per semester.

GEO-30B - Geology Field Studies of Southern California 1 unit
CSU

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.

A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.

GEO-31 - Regional Field Studies in Geology 1 unit
CSU

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3.

A field course with trips to regional points of geologic interest. This class can be taught as a series of field excursions or as one, week-long geology trip to a site of interest. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode Country, Mount Lassen, San Luis Obispo and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. May be taken a total of four times. 54 hours laboratory to be arranged per semester.

GEO-32 - Regional Field Studies in Geology 2 units
CSU

Prerequisite: None.

Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3.

A two-week field course with trips to regional points of geologic interest. Sites include, but are not limited to, Hawaii, Mount St. Helens, Crater Lake, Rocky Mountains, Sierra Madre, Appalachians, British Columbia, Newfoundland, Nova Scotia and Alaska. Designed to increase the understanding and interest of the important geologic sites. This course is also designed to supplement other courses in geology. May be taken a total of four times. 108 hours laboratory to be arranged per summer session or during the winter intersession.

Also see [OCEANOGRAPHY](#)

GERMAN**GER-1 - German 1** 5 units
UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written German at the beginning level. This course includes discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

GER-2 - German 2 **5 units**

UC, CSU

Prerequisite: GER-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the beginning level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

GER-3 - German 3 **5 units**

UC, CSU

Prerequisite: GER-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

GER-11 - Culture and Civilization **3 units**

UC, CSU

Prerequisite: None.

Introductory survey of German culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

GRAPHICS TECHNOLOGYSee [APPLIED DIGITAL MEDIA AND PRINTING](#)**GREEK****GRK-1 - Ancient Greek 1** **5 units**

UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in reading, writing, listening to and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, basic morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

GRK-2 - Ancient Greek 2 **5 units**

UC, CSU

Prerequisite: GRK-1.

This course concentrates on developing advanced skills in reading, writing, listening to, and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, advanced morphology and syntax, translation techniques and practice, and exploration of cultural and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

GUIDANCE**GUI-45 - Introduction to College** **1 unit**

CSU

Prerequisite: None.

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

GUI-46 - Introduction to the Transfer Process **1 unit**

CSU

Prerequisite: None.

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.

GUI-47 - Career Exploration and Life Planning **3 units**

UC, CSU

Prerequisite: None.

In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW. 54 hours lecture. (Material fee: \$16.00)

GUI-48 - College Success Strategies **2 units**

CSU

Prerequisite: None.

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

GUI-48A - College Success Strategies- Study Skills **1 unit**

CSU

Prerequisite: None.

This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

GUI-48B - College Success Strategies- Life Skills **1 unit**
CSU

Prerequisite: None.

This course is designed to increase the student's success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

HEALTH SCIENCE**HES-1 - Health Science** **3 units**
UC, CSU

Prerequisite: None.

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HEALTHCARE TECHNICIAN**HET-79 - Introduction to Healthcare Careers** **2 units**

Prerequisite: None.

Provides an overview of healthcare industry, describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices **6 units**

Prerequisite: None.

Limitation on enrollment: Requires fingerprinting and submission of application for state certification examination, current CPR certification and titers, medical clearance from healthcare provider, uniform and MVC HET I.D. badge.

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory. (TBA option)

HET-82 - Phlebotomy Technician **5 units**

Prerequisite: None.

Advisory: The California Department of Health Services requires that applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.

Limitation on enrollment: Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and titers, and medical clearance from healthcare provider to be on file in the department office; clinical laboratory experience requires wearing a green scrubs uniform and MVC/RCC HET I.D. badge.

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

HET-86 - Acute Care Nurse Assistant **1 unit**

Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)

Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.

HET-87 - Restorative Nurse Assistant **2 units**

Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)

Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.

Prepares Certified Nurse Assistants (CNAs) for career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

HISTORY
HIS-1 - History of World Civilizations I **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

HIS-2 - History of World Civilizations II **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-4 - History of Western Civilization **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

HIS-5 - History of Western Civilization **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

HIS-6 - Political and Social History of the United States **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-6H - Honors Political and Social History of the United States **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

HIS-7 - Political and Social History of the United States **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of the United States **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors program.

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-8 - History of the Americas **3 units**
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading placement level.

A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture

HIS-9 - History of the Americas 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, inter-American relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-11 - Military History of the United States to 1900 3 units
(Same as MIL-1)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-12 - Military History of the United States Since 1900 3 units
(Same as MIL-2)

UC, CSU

Prerequisite: None.

An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-14 - African American History I 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-15 - African American History II 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post civil rights era. 54 hours lecture.

HIS-19 - Modern Russia: An Introduction 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The basic social and political development of Russia since 1801, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture.

HIS-21 - History of Ancient Greece 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of Greek history from Minoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

HIS-22 - History of Ancient Rome 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

HIS-23 - History of the Middle East 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

The basic religious, social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. 54 hours lecture.

HIS-25 - History of Mexico 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

HIS-26 - History of California 3 units
UC, CSU*Prerequisite: None.*

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-28 - Native American History: Early 3 units**Contact Period**

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture.

HIS-29 - Native American History: Contemporary Society 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture.

HIS-30 - Introduction to Chicano Studies 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950s. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies 3 units

UC, CSU

Prerequisite: None.

A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

HIS-34 - History of Women in America 3 units

UC, CSU

Prerequisite: None.

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

HIS-35 - History of England 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

HIS-40 - Oral History 3 units

CSU

Prerequisite: None.

Oral history is the process through which tape recorded interviews are used to document and preserve significant personal events in history. Students will learn to research documents, interview, transcribe, and edit individual human experiences. Students will be required to complete a minimum of 18 hours conducting interviews. 54 hours lecture.

HIS-53 - History of Modern American Society 3 units*Prerequisite: None.*

Limitation on enrollment: Not open to students with credit for, or current enrollment in HIS-6, 7, 8, or 9.

A general introduction to modern American history. Examples of topics which may be covered include: state and national institutions, economic developments, feminism, literature, social structure, race relations, technological change, nationalism, foreign policy, urban/rural affairs. 54 hours lecture.

HUMAN SERVICES**HMS-4 - Introduction to Human Services** 3 units

CSU

Prerequisite: None.

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

HMS-5 - Introduction to Evaluation and Counseling 3 units

CSU

Prerequisite: None.

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

HMS-6 - Introduction to Case Management 3 units

CSU

Prerequisite: None.

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

HMS-7 - Introduction to Psychosocial Rehabilitation 3 units
CSU*Prerequisite: None.*

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

HMS-8 - Introduction to Group Process 3 units
CSU*Prerequisite: None.*

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

HMS-13 - Employment Support Strategies 3 units
CSU*Prerequisite: None.*

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

HMS-14 - Job Development 3 units
CSU*Prerequisite: None.*

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

HMS-16 - Public Assistance and Benefits 1 unit
CSU*Prerequisite: None.*

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

HMS-17 - Introduction to Public Mental Health 3 units
(Same as SOC- 17)
CSU*Prerequisite: None.*

An introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

HMS-18 - Introduction to Social Work 3 units
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

HMS-19 - Generalist Practices of Social Work 3 units
CSU*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

HMS-200 - Human Services Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

HUMANITIES**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period** 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 - Introduction to Mythology 3 units

(Same as ENG-8)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

HUM-9 - American Voices 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

HUM-10 - World Religions 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H - Honors World Religions 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-11 - Religion in America 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A; HUM-10.*

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

HUM-16 - Arts and Ideas: American Culture **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective **3 units**
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. 54 hours lecture.

HUM-20A - Arts and Ideas: Special Studies **1 unit**
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 18 hours lecture.

HUM-20B - Arts and Ideas: Special Studies **2 units**
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 36 hours lecture.

HUM-20C - Arts and Ideas: Special Studies **3 units**
in Humanities
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 54 hours lecture.

HUM-23 - The Bible as Literature **3 units**
(Same as ENG-23)
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HUM-35 - Philosophy of Religion **3 units**
(Same as PHI-35)
UC, CSU*Prerequisite: None.**Advisory: PHI-10 or 10H or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

ART-1, 2 - History and Appreciation of Art

ENG-6, 7 - English Literature

ENG-14, 15 - American Literature

ENG-40, 41 - Masterpieces of World Literature

MUS-19, 20, 21 - Music History and Literature

Any Philosophy course

See also Humanities A.A. Degree requirements

INTERDISCIPLINARY STUDIES
ILA-1 - Introduction to Tutor Training I 1 unit

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ILA-5 - Service Learning and Community Involvement 1-2-3-4 units

Prerequisite: None.

Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ITALIAN
ITA-1 - Italian I 5 units
 UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ITA-2 - Italian 2 5 units
 UC, CSU

Prerequisite: ITA-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ITA-3 - Italian 3 5 units
 UC, CSU

Prerequisite: ITA-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

ITA-11 - Culture and Civilization 3 units
 UC, CSU

Prerequisite: None.

Introductory survey of Italian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

JAPANESE
JPN-1 - Japanese 1 5 units
 UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-2 - Japanese 2 5 units
 UC, CSU

Prerequisite: JPN-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-3 - Japanese 3 5 units
 UC, CSU

Prerequisite: JPN-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-4 - Japanese 4 **5 units**

UC, CSU

Prerequisite: JPN-3.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

JPN-11 - Culture and Civilization **3 units**

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

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

JOU-2 - News Writing **3 units**

CSU

Prerequisite: JOU-1.

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

JOU-7 - Mass Communications **3 units**

UC, CSU

Prerequisite: None.

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

JOU-12 - Photojournalism **3 units**

(Same as PHO-12)

CSU

*Prerequisite: PHO-8.**Corequisite: Concurrent enrollment in or prior completion of PHO-9.*

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab material fees assessed on the first day of class. 27 hours lecture and 81 hours laboratory.

JOU-20A – Newspaper: Beginning **3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20B – Newspaper: Intermediate **3 units**

CSU

*Prerequisite: JOU-20A.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20C – Newspaper: Advanced **3 units**

CSU

*Prerequisite: JOU-20B.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20D – Newspaper: Professional **3 units**

CSU

*Prerequisite: JOU-20C.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-52 - Newspaper Editing 3 units

CSU

*Prerequisite: None.**Advisory: JOU-1, PHO-8 or ENG-1A or 1AH.*

Advanced practice in the production of a newspaper, with practical experience on the college newspaper. Course to include theory and practice in news editing, headline writing, page design, photographic theory and graphic arts processes. Weekly critiques of college newspaper to be included. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory. (TBA option)

**JOU-200 - Journalism Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see **PHOTOGRAPHY**

JUSTICE STUDIES**JUS-12 – Introduction to Criminalistics 3 units**

(Same as ADJ-12)

Prerequisite: None.

Criminalistics is the application of science to the solution of crimes. This course will introduce the student to the breadth and complexities of scientifically examining physical evidence relating to criminal matters. The course offers insight, basic knowledge, and applicable skills for the collection, categorization, analysis, interpretation, and reporting of crime-related evidence. The categories of inceptive evidence, identification evidence, associative evidence, and corroborative evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 18 hours laboratory.

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-6 - Introduction to Physical Education for
Pre-School and Elementary Children****3 units**

CSU

Prerequisite: None.

This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 2-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory.

KIN-8 - Triathlon Techniques**2 units**

UC, CSU

Prerequisite: None.

Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

KIN-10 - Introduction to Kinesiology 3 units

UC, CSU

Prerequisite: None.

This is an orientation course for students interested in physical education. It studies the history of sport, analyzes scientific research as it pertains to physical fitness and sport, and provides information on education requirements and careers. 54 hours lecture.

**KIN-12 - Sport Psychology 3 units
CSU***Prerequisite: None.*

This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

**KIN-14 - Athletic and Fitness Organization and Administration 3 units
CSU***Prerequisite: None.*

This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions such as facilities planning, finances, risk management, public relations and marketing for high school, college and professional sport programs and health, recreation and fitness programs.. 54 hours lecture.

**KIN-16 - Introduction to Athletic Training 3 units
UC, CSU***Prerequisite: None.*

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory. (TBA option)

**KIN-17 - Athletic Training, Fall Sports, Lower Extremity 2 units
UC*, CSU***Prerequisite: None.*

Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-18 - Athletic Training, Spring Sports, Upper Extremity 2 units
UC*, CSU***Prerequisite: None.*

Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-19 - Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip 2 units
UC*, CSU***Prerequisite: None.*

Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-20 - Athletic Training, Spring Sports, General Medical 2 units
UC*, CSU***Prerequisite: None.*

Corequisite: Concurrent enrollment in or prior completion of KIN-16 and 30.

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory. (TBA option)

KIN-21 - Athletic Training Applications **2 units**
CSU
Prerequisite: None.
Corequisite: Completion of or concurrent enrollment in KIN-17 or 18 or 19 or 20.
 The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services to be provided to an assigned Riverside Community College athletic team. Students will be responsible for all pre- and post-practice and competition athletic training situations. The field experience hours earned in the course may fulfill the prerequisites and requirements needed to apply to an accredited Athletic Training Education Program at a four year institution. May be taken a total of four times. 108 hours laboratory. (TBA option)

KIN-24 - Sports Officiating-Fall Sports **3 units**
UC*, CSU
Prerequisite: None.
 The mechanics, techniques, and rules of officiating football, basketball, and volleyball are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture plus required field work.

KIN-25 - Sports Officiating-Spring Sports **3 units**
UC*, CSU
Prerequisite: None.
 The mechanics, techniques, and rules of officiating baseball, softball and track and field are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture.

KIN-26 - Foundations of Coaching **3 units**
CSU
Prerequisite: None.
 This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

KIN-27 - Football Theory **3 units**
UC*, CSU
Prerequisite: None.
 The course includes the study of various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, individual skills and offensive and defensive play. 54 hours lecture.

KIN-28 - Basketball Theory **3 units**
UC, CSU
Prerequisite: None.
 This course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills and offensive and defensive play. 54 hours lecture.

KIN-29 - Soccer Theory **3 units**
UC*, CSU
Prerequisite: None.
 This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

KIN-30 - First Aid and CPR **3 units**
UC, CSU
Prerequisite: None.
 This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$35.75 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

KIN-33 - Baseball Theory **3 units**
UC*, CSU
Prerequisite: None.
 The course covers various aspects of coaching baseball which include theory, philosophy, organization and structure of a program, individual skills, and offensive and defensive team play. 54 hours lecture.

KIN-34 - Softball Theory **3 units**
UC, CSU
Prerequisite: None.
 Covers various aspects of coaching softball which include theory, philosophy, organization and structure of a program, individual skills, offensive and defensive team play and digital video analysis. 54 hours lecture.

KIN-35 - Foundation for Fitness and Wellness **3 units**
CSU
Prerequisite: None.
 This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory. (TBA option)

KIN-36 - Wellness: Lifestyle Choices 3 units
CSU

Prerequisite: None.

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

KIN-38 - Stress Management 3 units
CSU

Prerequisite: None.

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

KIN-42 – Lifeguarding/Title 22 First Aid/ Water Safety Instructor 4 units
UC, CSU

Prerequisite: None.

Limitation on enrollment: Retention based on the ability to complete a 300 yard swim utilizing the front crawl and breast stroke and surface dive to retrieve a weight from a 10 foot depth of the pool, demonstrate competence in a 25 yard swim of the elementary backstroke, sidestroke, and butterfly.

This course is designed to drill the competent swimmer in life saving and water safety techniques, professional first aid and CPR care to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional Rescuer, Title 22 First Aid, Lifeguarding and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$89.00 for required certificates will be charged to the student and is not covered by BOGW.

KIN-43 - Personal Training 3 units
CSU

Prerequisite: None.

This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory. (TBA option)

KIN-44 - Yoga Instructor Training 3 units
CSU

Prerequisite: None.

Advisory: Two units of KIN-A47.

This course covers yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory.

KIN-45 - Group Fitness Instructor 3 units
CSU

Prerequisite: None.

This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.

KIN-47 - Hiking and Backpacking 2 units
UC*, CSU

Prerequisite: None.

The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory. (TBA option)

KIN-59 - Athletic Advisement 1 unit

Prerequisite: None.

Limitation on enrollment: Recommended for first year RCCD athletes.

The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on CCCAA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. 18 hours lecture.

KIN-200 - Kinesiology Work Experience 1-2-3-4 units
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate in Science Degree.

KIN-A03 - Adaptive Physical Fitness **1 unit**
UC*, CSU

Prerequisite: None.

Limitation on enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A04 - Adaptive Water Exercise **1 unit**
UC*, CSU

Prerequisite: None.

Limitation on enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to gain increased strength, flexibility, balance, movement memory and coordination in a shallow water pool. Students will use flotation devices, strength and balance equipment in a basic movement and exercise format. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A05 - Songleading and Cheerleading **2 units**
UC*, CSU

Prerequisite: None.

Limitation on enrollment: Retention on successful tryout.

This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A07 - Badminton **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to introduce the basic footwork and racquet skills of badminton. Emphasis is placed on learning the rules, techniques and fundamental strategies for the singles and doubles game of badminton. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A09 - Racquetball **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to introduce students to the rules and fundamental skills of racquetball. Students will also develop an understanding of basic strategy involved in racquetball and have the opportunity to participate in a class tournament. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the racquetball activity area. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A11 - Tennis, Beginning **1 unit**
UC*, CSU

Prerequisite: None.

This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

KIN-A12 - Tennis, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A11.

Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

KIN-A13 - Tennis, Advanced **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: KIN-A12.

This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

KIN-A15 - Bowling, Beginning **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to develop the basic techniques of bowling and an understanding of rules, etiquette, and score-keeping. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity to practice skills and develop an understanding of the rules, etiquette, and score-keeping by participating in a class league which utilizes the handicap scoring system. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A15, KIN-A16, and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A16 - Bowling, Intermediate **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A15.*

This course is designed to assist students in the continued improvement of basic bowling techniques and the development of knowledge and expertise specific to intermediate bowling skills. Emphasis will be placed upon the development of a hook, the ability to self-correct as related to common errors, and the introduction and practice of various systems of spare conversion. Students will also be introduced to the recommended adjustments associated with varying lane conditions. Opportunities for knowledge and skill development will be provided through prescribed drills, practice sessions, and participation in a class league which utilizes the handicap scoring system. Subsequent enrollment will provide the student an opportunity for further skill development and competency. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A17 - Bowling, Advanced **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A16.*

This course is designed to assist students in both mastery and consistency of the bowling approach, delivery, development of the hook, and systems of spare conversion. Special emphasis is placed on students gaining a thorough understanding of the point of origin, point of aim, and mechanical adjustments necessary for consistent execution of spare conversion. Students will also be introduced to the concept of sport psychology as a means of strengthening their performance during competition. Additional semesters will provide the student an opportunity for improved skill and competency development. Students may take KIN-A15, KIN-A16 and KIN-A17 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A20 - Golf, Beginning **1 unit**
UC*, CSU*Prerequisite: None.*

Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

KIN-A21 - Golf, Intermediate **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A20.*

This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students' skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

KIN-A28 - Swimming, Beginning **1 unit**
UC*, CSU*Prerequisite: None.*

The beginning course introduces the skills and techniques of safety in and around a body of water. Emphasis is placed on acquiring the skills necessary to swim efficiently, safely and proficiently enough to use swimming as a means of physical exercise; i.e. flexibility, endurance and strength. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A28, KIN-A29 and KIN-A30 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A29 - Swimming, Intermediate **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A28.*

This course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new intermediate level skills and techniques. Endurance swimming is encouraged and the swimmer is allowed time to practice distance swims. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A28, KIN-A29 and KIN-A30 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A30 - Swimming, Advanced Skills and Conditioning **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A29.*

Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A28, KIN-A29 and KIN-A30 a combined total of four times. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)

KIN-A31 - Water Aerobics and Deep Water Exercise **1 unit**

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. The student will then graduate to an interval aerobic workout in a combination of shallow and deep water with the use of a flotation belt. This course is designed to introduce basic fitness concepts as well as basic movement and exercise. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A33 - Track and Field Techniques: Running Event Techniques **1 unit**

UC*, CSU

Prerequisite: None.

Beginning and advanced techniques and current methods of training for sprints, middle distance, distance and hurdle events are taught. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option)

KIN-A34 - Track and Field Techniques: Field Event Techniques **1 unit**

UC*, CSU

Prerequisite: None.

Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A36 - Cross Country Skiing **1 unit**

UC*, CSU

Prerequisite: None.

This course is designed to allow the student to develop skills and proficiency in cross country skiing. Topics will include equipment and clothing selection, waxing, instruction in classical technique, skating technique and Nordic downhill. Practical application of skiing skills will take place in the field trips. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A40 - Karate, Beginning **1 unit**

UC*, CSU

Prerequisite: None.

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)

KIN-A41 - Karate, Intermediate **1 unit**

UC*, CSU

Prerequisite: None.

Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A40 and KIN-A41 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A43 - T'ai-chi Ch'uan, Beginning **1 unit**

UC*, CSU

Prerequisite: None.

Teaches the student the first Yang Style T'ai-chi ch'uan (taijiquan) routine, section one. The first t'ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A43 and KIN-A44 a combined total of four times.54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A44 - T'ai-chi Ch'uan, Intermediate **1 unit**
UC*, CSU*Prerequisite: KIN-A43.*

A continuation of Yang Style T'ai-chi Ch'uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) Long Form. Students will also learn the partner T'ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTCCA T'ai-chi Ch'uan certification. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A43 and KIN-A44 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A46 - Hatha Yoga, Beginning **1 unit**
UC*, CSU*Prerequisite: None.*

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A47 - Hatha Yoga, Intermediate **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A46.*

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A46 and KIN-A47 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A50 - Baseball Fundamentals, Defensive **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to give any interested student the opportunity to review or learn the basic defensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive baseball fundamentals activity area. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A51 - Baseball Fundamentals, Offensive **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive baseball fundamentals activity area. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A52 - Fastpitch Fundamentals, Offensive **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive fastpitch fundamentals activity area. 54 hours laboratory. (TBA option)

KIN-A53 - Fastpitch Fundamentals, Defensive **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to give any interested student the opportunity to review or learn the basic defensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive fastpitch fundamentals activity area. 54 hours laboratory. (TBA option)

KIN-A54 - Fastpitch Softball Fundamentals **1 unit**
UC*, CSU*Prerequisite: None.*

This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the fastpitch softball activity area. 54 hours laboratory. (TBA option)

KIN-A55 - Slow Pitch Softball 1 unit

UC*, CSU

Prerequisite: None.

Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A57 - Basketball 1 unit

UC*, CSU

Prerequisite: None.

The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A60 - Football Fundamentals, Defensive 1 unit

UC*, CSU

Prerequisite: None.

This course provides the student an opportunity to learn general and specific individual defensive football fundamentals, techniques and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A61 - Football Fundamentals, Offensive 1 unit

UC*, CSU

Prerequisite: None.

This course provides the student an opportunity to learn general and specific individual offensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A62 - Flag Football 1 unit

UC*, CSU

Prerequisite: None.

The activities in this course provide for instruction in the skills, techniques, strategy, and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. This course is designed to contribute to the physical well being of all participating students. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A62 and KIN-A62A a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A62A - Flag Football .5 unit

UC*, CSU

Prerequisite: None.

The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A62 and KIN-A62A a combined total of four times. 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A63 - Ultimate Frisbee 1 unit

UC*, CSU

Prerequisite: None.

Provides instruction in the skills, techniques, strategy, and rules of Ultimate Frisbee. The class emphasizes throwing techniques, skill improvement, and strategic team play. Students will also be exposed to a variety of Ultimate Frisbee techniques, other freestyle techniques, and distance throwing techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A64 - Soccer 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A67 - Volleyball, Beginning 1 unit

UC*, CSU

Prerequisite: None.

This volleyball course is designed to introduce the skills and lifetime potentials of volleyball. Emphasis is placed on learning the techniques, rules, and strategies of volleyball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Students may take KIN-A67, KIN-A68 and KIN-A69 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A68 - Volleyball, Intermediate 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A67.*

Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. Students may take KIN-A67, KIN-A68 and KIN-A69 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A69 - Volleyball, Advanced **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A68.*

This course is designed to introduce advanced techniques of volleyball skills. Individual skill work, along with various team offensive systems and team defensive patterns, will be taught and analyzed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. Students may take KIN-A67, KIN-A68 and KIN-A69 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A70 - Water Polo Techniques **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: It is recommended that the student demonstrate a proficiency in swimming 200 yards without stopping.*

This course is designed to serve as an opportunity for students to develop fundamental skills in the sport of water polo. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program, which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A74 - Hiking and Backpacking Activities **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-47.*

This course will provide additional experience for students to study hiking and backpacking in a safe and pleasurable environment. Proper permit procedures, respect for the wilderness environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. Subsequent enrollment in additional semesters will provide the student as opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A75 - Walking for Fitness **1 unit**
UC*, CSU*Prerequisite: None.*

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A77 - Jogging for Fitness **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to introduce basic fitness concepts to improve each individual's physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A78 - Long Distance Running **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-A77.*

This course will provide general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A80 - Triathlon Techniques **1 unit**
UC*, CSU*Prerequisite: None.**Advisory: KIN-8.*

Provides additional participation in the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling, and running skills and develop an individual training program. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of three times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A81 - Physical Fitness **1 unit**
UC*, CSU*Prerequisite: None.*

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A82 - Speed, Agility, and Quickness Training **1 unit**

UC*, CSU

Prerequisite: None.

This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A83 - Kickboxing Aerobics **1 unit**

UC*, CSU

Prerequisite: None.

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Subsequent enrollment in additional semesters will provide the student with further development in skill competency. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A85 - Bicycling **1 unit**

UC*, CSU

Prerequisite: None.

This course will acquaint the student with bicycling safety and traffic laws, bicycles and accessories, bicycle maintenance and repair, and cycling techniques. Students will develop an appreciation of cycling as a lifetime activity and as a means of developing and maintaining muscular and aerobic fitness. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A86 - Step Aerobics **1 unit**

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A87 - Step Aerobics, Intermediate **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A86 or proficient skills in step aerobics.*

This course will broaden students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A88 - Step Aerobics, Advanced **1 unit**

UC*, CSU

*Prerequisite: None.**Advisory: KIN-A87 or proficient skills in step aerobics.*

For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the step aerobics activity area. Students may take KIN-A86, KIN-A87, and KIN-A88 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A89 - Body Sculpting **1 unit**

UC*, CSU

Prerequisite: None.

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. The course may be taken four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A90 - Weight Training **1 unit**

UC*, CSU

Prerequisite: None.

The weight training course is designed to teach the student the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Students may take KIN-A90 and KIN-A92 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A92 - Weight Training, Advanced 1 unit
UC*, CSU*Prerequisite: None.**Advisory: KIN-A90.*

This weight training course is designed for those students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Students may take KIN-A90 and KIN-A92 a combined total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A94 - In-Season Varsity Sport Conditioning 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-A95 - Out-of-Season Varsity Sport Conditioning 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

Varsity Sports

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

KIN-V01 - Cross Country, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V02 - Football, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in football. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V04 - Basketball, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V05 - Baseball, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to assist advanced baseball players in improving their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V06 - Track and Field, Varsity, Men 2 units
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V07 - Golf, Varsity, Men **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course will provide an opportunity for experienced golfers to improve skills, knowledge, and strategy of the game of golf. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in golf. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V08 - Tennis, Varsity, Men **2 units**
UC*, CSU*Prerequisite: None.*

This course is designed to serve as an opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V09 - Swimming and Diving, Varsity Men **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V10 - Soccer, Varsity Men **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V11 - Pep Squad, Varsity, Men and Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed as an opportunity for students to advance in the skills of tumbling, jumping, dance, partner stunts and pyramids. It will consist of highly organized lectures, individual and team practice sessions, physical conditioning programs and video/DVD/film evaluation to prepare students for college activities and athletic competitions in pep squad. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option)

KIN-V12 - Cross Country, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V14 - Track and Field, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V18 - Tennis, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

This course is designed to serve as an opportunity for tennis players to improve their skills, knowledge and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V19 - Swimming and Diving, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option)

KIN-V20 - Basketball, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V21 - Volleyball, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in volleyball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V22 - Fastpitch, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based upon successful tryout.*

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game of fastpitch softball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in fastpitch. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KIN-V23 - Water Polo, Varsity, Men **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option)

KIN-V24 - Water Polo, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. It will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option)

KIN-V25 - Soccer, Varsity, Women **2 units**
UC*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 180 hours laboratory. (TBA option)

KOREAN**KOR-1 - Korean 1 R** **5 units**
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Korean at the beginning level. This course includes discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KOR-2 - Korean 2 **5 units**

UC, CSU

Prerequisite: KOR-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Korean at the beginning level. This course includes an expanded discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

KOR-11 - Culture and Civilization **3 units**

UC, CSU

Prerequisite: None.

Introductory survey of Korean culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

LATIN**LAT-1 - Latin 1** **5 units**

UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in reading, writing, listening and pronouncing classical Latin. Emphasis is placed on vocabulary acquisition, elementary morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option)

LAT-2 - Latin 2 **5 units**

UC, CSU

Prerequisite: LAT-1.

This course concentrates on developing intermediate skills in reading, writing listening to and pronouncing classical Latin. Emphasis is placed on vocabulary, acquisition, basic morphology and syntax, translation techniques and practice, and introduction to culture and historical topics. 90 hours lecture and 18 hours laboratory. (TBA option) (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-46 - Contemporary Quality Systems **3 units****Management**

CSU

Prerequisite: None.

An introduction to Quality Management principles and to their application in business, industry, and public service organizations including Deming's 14 points, process management, ISO 9000 certification, Six Sigma efforts, Baldrige criteria and introductory statistical process control. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAG-47 - Applied Business and Management Ethics **3 units****(Same as BUS- 47)**

CSU

Prerequisite: None.

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

MAG-51 - Elements of Supervision **3 units***Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture.

MAG-52 - Employee Training and Development **3 units***Prerequisite: None.*

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

MAG-53 - Human Relations **3 units***Prerequisite: None.*

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture.

MAG-54 - Employee Labor Relations 3 units*Prerequisite: None.*

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture.

MAG-56 - Human Resources Management 3 units*Prerequisite: None.*

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-57 - Oral Communications 3 units*Prerequisite: None.*

Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. 54 hours lecture.

MAG-60 - Introduction to Hospitality Management 3 units*Prerequisite: None.*

An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging and food and beverage industries with consideration given to issues in environment, technology, ethics and international arena. 54 hours lecture.

MAG-62 - Restaurant and Hotel Management 3 units*Prerequisite: None.*

Management techniques and concepts about giving service in the restaurant and hotel industries. Course is designed to train future food service, hotel or hospitality industry executives. 54 hours lecture.

**MAG-70 - Introduction to Organization Development 3 units
(Same as BUS-70)***Prerequisite: None.**Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

**MAG-71 - Introduction to Productivity Management 3 units
(Same as BUS-71)***Prerequisite: None.**Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

MAG-72 - Introduction to Quantitative Methods for Business 3 units**(Same as BUS-72)***Prerequisite: None.**Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

**MAG-200 - Management Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MARKETING**MKT-20 - Principles of Marketing 3 units
CSU***Prerequisite: None.**Advisory: BUS-10.*

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

**MKT-30 - Fashion Merchandising 3 units
CSU***Prerequisite: None.*

An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. 54 hours lecture.

MKT-40 - Advertising 3 units

CSU

Prerequisite: None.

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MKT-41 - Techniques of Selling 3 units

CSU

Prerequisite: None.

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management 3 units

CSU

Prerequisite: None.

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

MKT-50 - Marketing Research 3 units*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 MAT-1A + MAT-1B = (C-ID MATH 900S)

Prerequisite: MAT-10 or qualifying placement level.

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II 4 units

UC, CSU MAT-1A + MAT-1B = (C-ID MATH 900S)

Prerequisite: MAT-1A.

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III 4 units

UC, CSU

Prerequisite: MAT-1B.

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations 4 units

UC, CSU (C-ID MATH 240)

Prerequisite: MAT-1B.

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture.

MAT-3 - Linear Algebra 3 units

UC, CSU (C-ID MATH 250)

Prerequisite: MAT-1B.

Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. 54 hours lecture.

MAT-4 - Finite Mathematics 3 units

UC, CSU

Prerequisite: MAT-35.

Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. 54 hours lecture.

MAT-5 - Calculus, A Short Course 4 units

UC*, CSU

Prerequisite: MAT-35 or qualifying placement level.

Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration exponential and logarithmic functions. 72 hours lecture.

MAT-6 - Discrete Mathematics for Computer Science 3 units
(Same as CSC-6)

UC, CSU

Prerequisite: MAT -10.*Advisory:* CIS/CSC-5.

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture.

MAT-7 - Mathematica 2 units
CSU*Prerequisite:* MAT-1A or qualifying placement level.

Introduction to the computer software package Mathematica for math, science and engineering majors. Mathematica will be used in solving selected problems in algebra, trigonometry, calculus, vector and matrix analysis, data manipulation and presentation, complex analysis, etc., with emphasis on Mathematica's superior 2- and 3-dimensional graphical capability. 18 hours lecture and 54 hours computer laboratory. (TBA option)

MAT-10 - Precalculus 4 units
UC*, CSU*Prerequisite:* MAT-36 or qualifying placement level.

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra 4 units
UC*, CSU*Prerequisite:* MAT-35 or qualifying placement level.

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

MAT-12 - Statistics 3 units
UC, CSU (C-ID SOCI 125)*Prerequisite:* MAT-35 or qualifying placement level.

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-12H - Honors Statistics 3 units
UC, CSU*Prerequisite:* MAT-35 or qualifying placement level.*Limitation on enrollment:* Enrollment in the Honors program.

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units
UC, CSU*Prerequisite:* MAT-35 or qualifying placement level.

This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours lecture.

MAT-32 - Introduction to Symbolic Logic 3 units
(Same as PHI-32)
UC, CSU*Prerequisite:* None.*Limitation on enrollment:* May not be taken if credit for PHI-32 has been granted.

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35 - Intermediate Algebra 5 units*Prerequisite:* MAT-52 or qualifying placement level.

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

MAT-36 - Trigonometry 4 units
CSU*Prerequisite:* MAT-35 and 53 or qualifying placement level.

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-37 – Algebra for Statistics 6 units*Prerequisite: None.*

This is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not plan to major in math, science, computer science, or engineering. 90 hours lecture and 54 hours laboratory. (Non-degree credit course.)

MAT-52 - Elementary Algebra 4 units*Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

MAT-53 - College Geometry 3 units*Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids; formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

MAT-63 - Arithmetic 3 units*Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra 3 units*Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course.)

MAT-65 - Arithmetic and Pre-Algebra 5 units*Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. (Letter Grade, or Pass/No Pass option.)

MAT-90A - Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions 1 unit*Prerequisite: None.*

A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90B - Special Topics in Arithmetic: Fractions and Introduction to Decimals 1 unit*Prerequisite: MAT-90A.*

A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90C - Special Topics in Arithmetic: Decimals 1 unit*Prerequisite: MAT-90B.*

A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90D – Rational Numbers and Introduction to Variables 1 unit*Prerequisite: MAT-63, 90C or qualifying placement level.*

A course covering the four basic mathematical operations as they apply to integers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra 1 unit*Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations **1 unit***Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

MAT-98 - Academic Excellence Seminar **.5 unit***Prerequisite: None.**Corequisite: Concurrent enrollment in First-Year Experience program.*

Interactive seminar designed to enhance students' learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

MDA-1A - Medical Terminology 1A **3 units**
CSU*Prerequisite: None.*

Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculo-skeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.

MDA-1B - Medical Terminology 1B **3 units**
CSU*Prerequisite: MDA-1A.*

Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

MDA-54 - Clinical Medical Assisting and Pharmacology **5 units***Prerequisite: MDA-1A.**Corequisite: MDA-1B.*

Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription **5 units***Prerequisite: MDA-1A and one of the following: CIS-1A or BUS/CIS/CAT-3, 50 or 84.**Corequisite: MDA-1B.**Advisory: A minimum typing speed of 60 WPM.*

Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory. (TBA option)

MDA-58B - Advanced Medical Transcription **3 units***Prerequisite: MDA-58A.*

Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory. (TBA option)

MDA-59 - Medical Office Procedures **5 units***Prerequisite: One of the following: CIS-1A, BUS/CIS/CAT-3, CAT-50 or CIS/CAT-84.**Corequisite: MDA-1A.*

Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory. (TBA option)

MDA-60 - Survey of Human Disease Processes **2 units***Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

MDA-61 - Pharmacology for Medical Office Personnel 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

MDA-62 - CPT/Coding 3 units*Prerequisite: MDA-1A.**Advisory: Completion of or concurrent enrollment in MDA-1B.*

Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Included coding for the physician's services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator's Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory 3 units*Prerequisite: MDA-1A.**Advisory: MDA-1B, 59 and AMY-10.*

Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

MDA-64 - ICD-9 Coding/Hospital 3 units*Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.**Advisory: Completion of MDA-59 and AMY-10.*

Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

**MDA-200 - Medical Assisting Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MICROBIOLOGY**MIC-1 - Microbiology 4 units
UC, CSU***Prerequisite: CHE-2A and one of the following: AMY-2A, 2B, 10, BIO-1, 2A, 2B, 5, 8, 11, 12 or 34.*

General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. 54 hours lecture and 54 hours laboratory.

MILITARY SCIENCE

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

MIL-1 - Military History of the United States to 1900 3 units**(Same as HIS-11)****UC, CSU***Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MIL-2 - Military History of the United States since 1900 3 units**(Same as HIS-12)****UC, CSU***Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MUSIC
MUS-1 - Teaching Music to Young Children **3 units**
 UC, CSU

Prerequisite: None.

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3 - Fundamentals of Music **4 units**
 UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-32 and another music performance class.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sightsinging, dictation and music reading using the keyboard. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-4 - Music Theory I **4 units**
 UC, CSU

Prerequisite: MUS-3 and 32 or 53.

Advisory: Concurrent enrollment in a music performance class.

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structures figured bass, non-harmonic tones, first species counterpoint, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-5 - Music Theory II **4 units**
 UC, CSU

Prerequisite: MUS-4 and MUS-32 or 53.

Advisory: Concurrent enrollment in a music performance 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. (TBA option)

MUS-6 - Music Theory III **4 units**
 UC, CSU

Prerequisite: MUS-5 and 32 or 53.

Advisory: Concurrent enrollment in a music performance course.

This course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include Common Practice period and 20th Century techniques such as: Borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords; extended tertian harmony; polyharmony; quartal and secundal harmony; pandiatonicism; serialism; and aleatoric music. Lab includes post-Romantic and post-tonal sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-8A – Music Technology I **3 units**
 CSU

Prerequisite: None.

This course is an introduction to recording, editing, mixing and mastering MIDI and digital audio using a computer-based MIDI/Digital Audio Workstation. Students who complete the course are eligible to take the Pro Tools 101 exam which is the first step towards Pro Tools User certification. 36 hours lecture and 54 hours laboratory. (TBA option)

MUS-8B – Music Technology II **3 units**
 CSU

Prerequisite: MUS-8A or FTV-73.

This course is a continuation of concepts introduced in Music Technology I, including advanced techniques for recording, editing, mixing and mastering MIDI and digital audio using a computer-based MIDI/Digital Audio Workstation. Students who complete the course are eligible to take both the Pro Tools 110 exam and the Pro Tools Certified User exam to earn official Pro Tools User certification. 36 hours lecture and 54 hours laboratory. (TBA option)

MUS-9 – MIDI/Digital Audio Composition and Film Scoring **3 units**
 CSU

Prerequisite: MUS-8B.

This course provides practical experience in creating original music compositions and film scores using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option)

MUS-10 – MIDI/Digital Audio Music Production **3 units**
 CSU

Prerequisite: MUS-8B.

This course provides practical experience in recording, editing, mixing and mastering music using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option)

The following is a list of the classes that qualify for the “two unit performance class” corequisite requirement for MUS-12, 39, 79 and P12:

| | |
|---------|----------------------------------|
| MUS-28 | Riverside Community Symphony |
| MUS-33 | Vocal Jazz Ensemble |
| MUS-41 | Chamber Singers |
| MUS-42 | Wind Ensemble |
| MUS-44 | Jazz Ensemble |
| MUS-48 | Marching Band |
| MUS-68 | Community Symphony |
| MUS-73 | Vocal Jazz Ensemble |
| MUS-77 | Guitar Ensemble |
| MUS-81 | Consort Singers |
| MUS-82 | Wind Symphony |
| MUS-84 | Jazz Orchestra |
| MUS-88 | Pageantry Ensemble |
| MUS-P77 | Advanced Guitar Ensemble |
| THE-37 | Musical Theater Techniques |
| THE-52 | Musical Theater Touring Ensemble |

MUS-12 - Advanced Applied Piano 3 units
UC, CSU

Prerequisite: None.

Corequisite: MUS-P36 or a two-unit performance class.

Limitation on enrollment: Audition on or before the first class meeting.

Advanced individual piano lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. Enrollment for a second semester ensures uninterrupted study for students who are preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory. (TBA option)

MUS-19 - Music Appreciation 3 units
UC, CSU

Prerequisite: None.

A comprehensive study of musical style, form, and materials organized to acquaint the student with representative musical literature through listening, reading and writing. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces 3 units
to 1820
UC, CSU

Prerequisite: None.

Advisory: ENG-1A or 1AH.

A course on biography, history and music masterpieces of classical European music from its inception to 1820. The content focuses on great composers and their music in an historical context from the Medieval, Renaissance, Baroque and Classic periods. 54 hours lecture.

MUS-21 - Great Composers and Music Masterpieces 3 units
After 1820
UC, CSU

Prerequisite: None.

Advisory: ENG-1A or 1AH.

A course on biography, history and music masterpieces of classical European music from 1820 to the present. The content focuses on great composers and their music in an historical context from the Romantic and Impressionistic periods and in their stylistic groupings in the twentieth century. This course begins with Beethoven's late period and continues with the European traditions. It also includes the music of the United States in the 20th century and highlights composers from around the world who write in classical traditions. 54 hours lecture.

MUS-22 - Survey of Music Literature 3 units
UC, CSU

Prerequisite: MUS-3.

Survey of the major style periods and composers in the history of Western Music including the study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation and can follow open score and analyze the motives, themes, harmony and form of composition. 54 hours lecture.

MUS-23 – History of Rock and Roll 3 units
UC, CSU

Prerequisite: None.

A comprehensive study of rock music from its beginnings to the present with emphasis on its musical, socio-cultural and historical development. Study will also include stylistic trends and influential artists throughout the years, including the politics of rock. 54 hours lecture.

MUS-25 - Jazz Appreciation 3 units
UC, CSU

Prerequisite: None.

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation 3 units
UC, CSU

Prerequisite: None.

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled.

**MUS-27 - Amadeus Chamber Ensemble 1 unit
UC, CSU**

Prerequisite: None.

Limitation on enrollment: Previous instrumental experience. Audition on or before the first class meeting.

A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student's performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-28 - Riverside Community Symphony 2 units
UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature.

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

**MUS-29 - Concert Choir 1 unit
UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first day of class.

A large choir dedicated to the study, rehearsal and public performance of larger choral works from Renaissance to 20th Century. Activities include festivals, concerts and clinics. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-30 - Class Voice 1 unit
UC, CSU**

Prerequisite: None.

Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

**MUS-31 - College Choir 1 unit
UC, CSU**

Prerequisite: None. Open to all students interested in a college choral singing experience.

A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

**MUS-32 - Class Piano 1 unit
UC, CSU**

Prerequisite: None.

Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-33 - Vocal Jazz Ensemble 2 units
UC, CSU**

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition on or before the first class meeting.

A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-34 - Vocal Jazz Lab 1 unit
UC, CSU**

Prerequisite: None.

Corequisite: MUS-33 or 73.

Limitation on enrollment: Audition on or before the first class meeting.

A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-35 - Vocal Music Ensembles 1 unit
UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory. (TBA option)

MUS-36 - Instrumental Chamber Ensembles 1.5 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.*

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory. (TBA option)

MUS-37 - Class Guitar 1 unit

UC, CSU

Prerequisite: None.

Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-38 - Beginning Applied Music Training 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-39 - Intermediate Applied Music 3 units

UC, CSU

*Prerequisite: None.**Corequisite: Enrollment in a two-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

MUS-40 - Class Percussion 1 unit

UC, CSU

Prerequisite: None.

Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-41 - Chamber Singers 2 units

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

A select chamber vocal group dedicated to the study, rehearsal, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-42 - Wind Ensemble 2 units

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance of standard concert band literature. Appearances at college functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-43 - Jazz Improvisation and Theory 1 unit

UC, CSU

Prerequisite: None.

Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-44 - Jazz Ensemble 2 units

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-42.**Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*

A select instrumental jazz ensemble assembled to study and perform jazz literature in various styles. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-45 - Marching Band Woodwind Methods 1 unit

UC, CSU

*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a woodwind instrument.*

Performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-46 - Marching Band Brass Methods **1 unit**
UC, CSU
Prerequisite: None.
Corequisite: MUS-48.
Limitation on enrollment: Basic instrumental skills on a brass instrument.
 Performance on a brass instrument, as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-47 - Marching Band Percussion Methods **1 unit**
UC, CSU
Prerequisite: None.
Corequisite: MUS-48.
Limitation on enrollment: Basic instrumental skills on a percussion instrument.
 Performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. Appearances at college functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-48 - Marching Band **2 units**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument.
 Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-49 - Percussion Ensemble **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Performance tryout or audition.
Advisory: Concurrent enrollment in MUS-42 or 48.
 Designed to give students practical experience in performing music written and arranged for percussion ensemble, often referred to as "Winter drum line." Emphasis is on group participation and public performances. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-50 - Master Chorale **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.

An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-51 - Men's Ensemble **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.

A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-52 - Recital Performance **.5 unit**
UC, CSU
Prerequisite: MUS-39 or MUS-P12.
Corequisite: MUS-39 or MUS-P12.
Limitation on enrollment: High competence in a performance medium.

Preparation and presentation of a recital performance of 20-25 minutes. May be taken a total of two times. 27 hours laboratory. (TBA option)

MUS-53 - Keyboard Proficiency **1 unit**
UC, CSU
Prerequisite: None.

Group and individual preparation for the keyboard proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

MUS-54 - Community Jazz Ensemble **.5 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.

Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

MUS-55 - Community Concert Band **1 unit**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.
 Study and performance of standard concert band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-56 - Summer Concert Band **.5 unit**
 UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.
 Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

MUS-57 - Gospel Singers **1 unit**
 UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
 A college chorus of mixed voices dedicated to the study, rehearsal and public performance of anthems, spirituals and gospel (traditional/ contemporary) music. This class provides for the learning of the fundamentals of choral singing. Subsequent enrollment will provide the student with an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-58 - Gospel Choir **1 unit**
 UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
 A choir of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African-American gospel (traditional/contemporary) music. May be taken a total of four times. 54 hours laboratory.

MUS-59 - Winter Marching Band Clinic **1 unit**
 CSU
Prerequisite: None.
Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.
 Group performance on a band instrument and/or color guard equipment as part of a winter intersession Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-60 - Summer Marching Band Clinic **1 unit**
 CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on band instrument.
 Developmental program in fundamental marching band techniques. This course will emphasize the coordination of the physical and mental requirements of field performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-61 - Auxiliary Marching Units **2 units**
 CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-62 - Woodwind Techniques for Marching Band **1 unit**
 CSU
Prerequisite: None.
Corequisite: MUS-48.
Limitation on enrollment: Basic instrumental skills on a woodwind instrument.
 Group performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-63 - Brass Techniques for Marching Band **1 unit**
 CSU
Prerequisite: MUS-46.
Corequisite: MUS-48.
Limitation on enrollment: Basic instrumental skills on a brass instrument.
 Advanced skill development in a group performance on a brass instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-64 - Percussion Techniques for Marching Band **1 unit**
 CSU
Prerequisite: MUS-47.
Corequisite: MUS-48.
Limitation on enrollment: Basic instrumental skills on a percussion instrument.
 Advanced skill development in a group performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-65 - Basic Musicianship 2 units

UC, CSU

Prerequisite: None.

An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation.. 36 hours lecture.

**MUS-66 - Advanced Auxiliary Marching Units R 2 units
CSU***Prerequisite: MUS-61.*

Limitation on enrollment: Audition on or before the first class meeting.

Further rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-67 - Community Chamber Ensemble 1 unit
CSU***Prerequisite: None.*

Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.

A course in developing advanced individual skills through ensemble performance. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-68 - Community Symphony 2 units
UC, CSU***Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature at the college level.

A course that rehearses and performs advanced symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-69 - Festival Choir 1 unit

UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

An advanced large vocal group dedicated to the further study, rehearsal and public performance of complex choral repertoire from the middle ages to the 20th century, including major works with orchestra. Activities include concerts, festivals and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-71 - College Chorus 1 unit
UC, CSU***Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting.

An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

**MUS-72 - Group Keyboarding Skills 1 unit
UC, CSU***Prerequisite: None.*

Keyboard skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. May be taken a total of four times. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-73 - Vocal Jazz Singers 2 units
UC, CSU***Prerequisite: None.*

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition on or before the first class meeting.

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-74 – Jazz Proficiency 1 unit*Prerequisite: None.*

Group and individual preparation for the jazz skills proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-75 - Advanced Vocal Ensembles **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-76 - Advanced Instrumental Ensembles **1.5 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. 81 hours laboratory. (TBA option)

MUS-77 - Guitar Ensemble **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.*

An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-78 - Beginning Applied Music Training II **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-79 - Advanced Applied Music **3 units**
UC, CSU*Prerequisite: None.**Corequisite: Enrollment in a 2-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual advanced instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-80 - Master Singers **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-81 - Consort Singers **2 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition on or before the first class meeting.*

An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, and radio and TV broadcasts, and concert tours. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-82 - Wind Symphony **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practice. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-83 - Advanced Chamber Choir **1 unit**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-84 - Jazz Orchestra **2 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-42 or 82.**Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-85 - Summer Chamber Ensembles **1 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.

Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-86 - Summer Instrumental Ensembles **1 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.

Performance and rehearsal of standard music literature for the large instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-88 - Pageantry Ensemble **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.

Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-89 - Music of Multicultural America **3 units**
UC, CSU

Prerequisite: None.

A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.

MUS-92 - Basic Piano **.5 unit**
UC, CSU

Prerequisite: None.

Group lessons for beginners on piano. Basic music reading in three keys using simple melodies and three chords. May be taken a total of four times. 8 hours lecture and 16 hours laboratory.

MUS-93 - The Business of Music **3 units**
CSU

Prerequisite: None.

Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

MUS-94 - Community Jazz Orchestra **.5 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition by instructor and previous experience in performance literature.

Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory

MUS-95 - Community Symphony Band **1 unit**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting. The ability to sightread and perform music on either a wind, percussion, string or keyboard instrument.

Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-200 - Music Work Experience **1-2-3-4 units**
CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MUS-P12 - Intermediate Applied Piano **3 units**
UC, CSU

Prerequisite: None.

Corequisite: MUS-P36 or a two unit performance class.

Limitation on enrollment: Audition on or before the first class meeting.

Individual instruction on the piano, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory. (TBA option)

MUS-P28 - Symphony Strings **2 units**
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 18 hours lecture and 54 hours laboratory. (TBA option)

MUS-P36 - Piano Ensemble **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Study and performance piano ensemble literature. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-P44 - Jazz Lab Band **1 unit**
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting. Designed for students who are beginning or intermediate jazz performers.
 Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUS-P77 - Advanced Guitar Ensemble **2 units**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Student must successfully complete MUS-P77 four times.
 An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours of laboratory. (TBA option)

MUS-P84 - Jazz Lab Orchestra **1 unit**
UC, CSU
Prerequisite: None.
Limitation on enrollment: Designed for beginning or intermediate jazz performers. Audition on or before first class meeting.
 Study and performance of beginning and intermediate jazz literature for the jazz orchestra. May be taken a total of four times. 54 hours laboratory. (TBA option)

NATIVE AMERICAN STUDIES

In cooperation with representatives of the Native American community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Native American students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Native American heritage and its contributions to American life.

Among these courses are:

- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

SCHOOL OF NURSING

Two curricula are offered in nursing: The Associate Degree Nursing Program leading to licensure as an R.N. and the Vocational Nursing Program leading to licensure as an L.V.N. The Associate Degree Nursing Program is accredited by the California Board of Registered Nursing (BRN) and the National League for Nursing Accrediting Commission (NLNAC). The Vocational Nursing Program is accredited by the California Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). Information concerning nursing education can be obtained from these agencies. You may write the BRN at 1625 Market Street, Sacramento, CA 95834-1924, Website: www.rn.ca.gov, or the BVNPT at 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: www.bvnpt.ca.gov or the NLNAC at 61 Broadway New York, NY 10006 or call (800) 699-1656 Ext. 153; Website: www.nlnac.org

HEALTH EXAMINATION AND CPR CERTIFICATION

All new and readmitting students are required to submit a CPR card (American Heart Association Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

BACKGROUND CHECK AND DRUG SCREEN

All new and readmitting students are required to demonstrate a clear background check and clear drug screen prior to enrollment in clinical courses. The process for obtaining the background check is available in the School of Nursing office. This is a mandatory requirement of the clinical facilities where students do clinical training and cannot be waived. A valid U.S. social security number is required to complete the background check.

CITIZENSHIP AND IMMIGRATION STATUS

VERIFICATION REQUIRED FOR VN/RN LICENSURE

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number

Disclosure of one’s social security number is mandatory for licensure by the BRN and BVNPT in accordance with Section 30 of the Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in

compliance with all the applicable laws relation to prohibition of discrimination on the basis of gender, age, race, color, national-origin, religion, disability or sexual orientation.

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

ASSOCIATE IN SCIENCE DEGREE IN NURSING PROGRAM (ADN)

The two-year program fulfills all the requirements for the Associate in Science Degree from Riverside City College—and qualifies the graduate to take the national examination to become licensed as a registered nurse. Its primary purpose is to produce graduate nurses well qualified to render direct care to patients/clients. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse in a variety of community settings.

RCC has affiliations with local acute care hospitals, extended care facilities, clinics, doctors' offices, and other community-based agencies.

Classes in the degree program are admitted twice a year in September and February. Information on ADN (RN) Admission/ Selection Policies and Procedures may be obtained by contacting the Counseling office or the School of Nursing or by visiting www.rcc.edu/academicprograms/nursing.

RN EXPENSES/GENERAL INFORMATION

(All expenses are approximate)

Uniforms: \$250.

Books and supplies: \$2,500 for two years.

Health examination/immunization: \$200-\$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Selected laboratory work and immunizations must be repeated one year later.

Background check/Drug Screen: \$120. Students selected for the program must pass the background check and have a clean drug screen. A valid U.S. social security number is required to complete the background check.

Health Services, Student Services, Parking, and tuition fees each semester. See the current schedule of classes for the per semester cost.

Students must have a current CPR card certification (BLS Healthcare Provider Course) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required: \$60 approximately.

It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

ATI Products (approximate cost \$400).

APPLICATION TO THE PROGRAM

Applications are available at www.rcc.edu/academicPrograms/nursing/process.cfm during the application filing periods (see below). The applicant is responsible for ensuring that all official transcripts (high school and college) and other necessary information have been received by the School of Nursing at the time of application. Note: Admission is denied to applicants who earned a grade of "C-" or less in a nursing program at another college. Students who have earned a grade of "C-" or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy. Foreign transcripts must be evaluated (Detailed Evaluation) prior to submission. Further information can be obtained from the Counseling Department. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing as soon as the final grade is available. Students must have applied to the college prior applying to the RN Program. Meeting minimum requirements of the program does not guarantee admission into the program.

APPLICANT SELECTION

Applicants to the first semester of the RN program will be selected based on a multicriteria point system. Due to changes in legislation, enrollment criteria has been changed to include use of multicriteria, such as: general education GPA, pre-requisite course GPA, TEAS test scores, degrees/work experience, life experiences, and second language proficiency.

Applicants for the LVN to RN: Advanced Placement program will be admitted based on prioritization and random selection. First priority LVN to RN applicants have completed all pre-requisites with a minimum 2.3 GPA, completed general education coursework with a 2.0 GPA, passed Nursing 17 and the Advanced Placement/HESI test. LVN to RN applicants who have not met all of these criteria, or submit any documents late will be lower priority. First priority applicants will be put into random selection for the available spaces.

None of the RCC Nursing programs have a waiting list. Applicants not selected must re-apply in subsequent application periods to be re-considered for the program.

APPLICATION FILING PERIOD

Applications and petitions may be obtained at www.rcc.edu/academicprograms/nursing during the application filing period only. Dates are subject to change. Please verify current application filing period dates with Counseling Department or School of Nursing Office at (951) 222-8405.
Spring Semester - Application filing period between September 3-October 3.
Fall Semester -Application filing period between January 3-February 3.

For complete information on applying to the program, and the selection process, please visit www.rcc.edu/academicPrograms/nursing.

MINIMUM REQUIREMENTS FOR ELIGIBILITY:

RCC application on file and eligibility to attend RCC.

High School Verification: Proof of high school graduation or equivalent is only required for 30 unit option students

according to Board of Registered Nursing, Rules and Regulations, Section 1412 . Official Transcripts required.

GPA of at least 2.0 in all work attempted at RCCD and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.

GPA of at least 2.5 in all general education coursed required for completion of the Associates Degree in Nursing.

Prerequisite Courses (12 units):

1. Minimum combined GPA of 2.5 in the following science prerequisite courses:
 - a. Anatomy and Physiology 2A (4 units)
 - b. Anatomy and Physiology 2B (4 units)
 - c. Microbiology 1 (4 units)

If Microbiology was taken at any institution in Fall 2005 or later, Chemistry is a required pre-requisite for Microbiology. The Chemistry requirement can be satisfied by any of these three methods:

Complete Chemistry 2A, or 1A, or Pass the RCC Chemistry Diagnostic Test. To do this you must submit official high school transcripts showing a year of chemistry completed with a C or better. Then, request to take the Chemistry Diagnostic, available from Counseling or Submit official AP Chemistry test results with a score of 3 or higher.

2. Minimum combined GPA of 2.3 in the science prerequisite courses for advanced placement applicants.
3. Completion of PSY-9 with a grade of “C” or better (Prerequisite for Nursing 2 or 3.)

Students must pass an Assessment/Readiness test (high school level Math, English, reading, science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework, then re-apply to the program and re-test. Approved tests are the TEAS, PAX-RN or Evolve/Elsevier.

See current enrollment requirements available in the School of Nursing.

Additional General Education Requirements (19 units)

The following general education courses are not required for admission to the RN Program; rather, they are required for the completion of the Associate in Science Degree in Nursing. Most students complete these requirements before entering the RN Program due to the rigorous nursing student course load. Students who intend to continue their Nursing education and pursue a BSN should clarify the general education/graduation requirements lists available in the Counseling Department to ensure full credit transfer.

| | |
|--|---|
| ___ <i>English Composition:</i> English 1A | 4 |
| ___ <i>American Institutions:</i> (History 6, 7, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 5) | 3 |
| ___ <i>Social and Behavioral Sciences;</i> (Sociology 1 or Anthropology 2) | 3 |
| ___ <i>Communications and Analytical Thinking;</i> (Communication Studies 1 or 9 plus one of the following: | |

CIS 1A-30; English 1B; Math 1-49; Philosophy 11,
Philosophy/Math 32)

6

___ *Humanities:* (see RCCD catalog)

3

___ *Competency:* In order to graduate, students must demonstrate competence in mathematics, reading and English (see graduation requirements section of the catalog).

(19)

NOTE: A grade of “C” or better is required in all pre-requisite and program courses used to fulfill requirements for the Associate Degree in Nursing. A grade of “C-” will only be accepted for general education courses.

GRADE POINT REQUIREMENTS FOR PROGRESS IN THE NURSING PROGRAM

Nursing students are required to meet minimum requirements to be eligible for the national licensing examination administered by the California Board of Registered Nursing. A minimum grade of “C” in theory and a satisfactory evaluation indicating safe, competent performance in clinical practice in each nursing course are required for the student to advance from one semester to the next. Refer to prerequisites for each nursing course. A grade of “C” or better is required in prerequisite and nursing courses.

READMISSION POLICY

A student who at any time has been admitted to the Associate Degree Nursing Program and subsequently withdraws or earns a “D” or “F” grade in the nursing course(s) must file a petition to be readmitted to the program and submit another clear background check. Petitions may be obtained from www.rcc.edu/academicprograms/nursing. A student who withdraws due to unsatisfactory performance or receives a grade of less than “C” in the Nursing Program will be allowed to be readmitted according to Nursing Education Readmission Policy. Refer to RCC Nursing Student Handbook which is available on-line at www.rcc.edu/academicprograms/nursing When a student withdraws from the Nursing program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR GUARANTEE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

TRANSFER STUDENTS

Students transferring from another nursing program must submit the following with their nursing application:

- a. Official up-to-date (within 90 days) transcript for the nursing program from which transferring.
- b. Course outlines and syllabi from completed nursing courses.
- c. Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment Technician.
- d. Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 17 within two years prior to enrolling in the program. Transfer students may only be admitted pending available space.

Admission will be denied to an applicant who earned a grade “C-” or less in a nursing program at another college. However, students who have earned a grade of “C-” or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy.

CHALLENGE POLICIES/30-UNIT OPTION FOR LVN’S

Students with previous nursing education or experience are eligible to petition for advanced placement in the Nursing Program. Additionally, a 30-unit option is offered to the Licensed Vocational Nurse. However, it is important to note that LVNs choosing to take the 30 unit option can never be qualified as graduates of the Riverside City College Associate Degree Nursing Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Information regarding transfer/challenge policies and the 30-unit option for LVNs may be obtained from the School of Nursing (951) 222-8407.

DIPLOMA NURSING EDUCATION CREDIT

Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside City College. Information regarding this policy may be obtained from the School of Nursing.

CONCEPTUAL FRAMEWORK MODEL

The conceptual framework model for the Associate Degree Nursing Program is based on five (5) unifying concepts. They provide the comprehensive organizing framework for the curriculum structure that is used throughout the program for studying the care of clients with common and recurring health-illness problems in community based settings. The five concepts are (1) Life Cycle, (2) Basic Human Needs, (3) Health-Illness Continuum, (4) Nursing Process, and (5) Three Roles of the ADN.

REGISTERED NURSE (RN):

NRN-1 - Introduction to Nursing Concepts and Practice 8 units CSU

Prerequisite: AMY-2A, 2B, and MIC-1.

Corequisite: Concurrent enrollment or prior completion of NRN-15.

Advisory: Completion of the following is highly recommended: ENG-1A, COM-1 or 9, analytical thinking requirement, word processing skills (CIS-80 or 84), and the mathematics, reading and English competencies.

Limitation on enrollment: Acceptance to the Associate Degree Nursing program.

An introduction to the Associate Degree Nursing program and conceptual framework. Discussion of mental and physical health concepts, cultural diversity and ethnicity, caring, therapeutic and socializing roles. Applies concepts to multicultural groups, Middle, Older and Very Old Adults in acute and other community-based settings. Addresses fundamental nursing skill development. 72 hours lecture and 216 hours laboratory.

NRN-2 - Beginning Nursing Concepts of Health and Illness 8.5 units

CSU

Prerequisite: NRN-1, 15 and PSY-9.

Concepts from previous courses are applied to multicultural clients in acute care and other community-based settings who are identified as being newborns, children, young adults, adults and/or members of childbearing families. Examines the beginning nursing concepts of health and illness and uses the concepts to develop individualized plans of care for the maternal-child and orthopedic/ surgical clients. The student learns to identify alternative methods to meet the individual client needs and modifies plans of action as necessary. A continued emphasis is placed on application of the nursing process to meet needs of clients and families using Maslow’s hierarchy. 72 hours lecture and 243 hours laboratory.

NRN-3 - Intermediate Nursing Concepts of Health and Illness 9 units

CSU

Prerequisite: Completion of NRN-2 or successful completion of the Advanced Placement Exam and Nursing 17 or 30-unit option requirements.

Concepts from previous courses are applied to caring for multicultural patients with a variety of health and illness problems requiring intermediate nursing skills, interventions and concepts of health assessment. The health care and comprehensive learning needs of the young and middle-aged adult with medical-surgical health problems and mental health clients throughout the life cycle with a special focus on the psychosocial assessment of the older and very old adult are addressed. Emphasis on health promotion utilizing the nursing process and multidisciplinary treatment plan to care for assigned patients with common, recurring problems in acute care and other community-based settings. Clinical laboratory experience will be directed toward correlation and application of nursing concepts discussed in lecture. 72 hours lecture and 270 hours laboratory.

NRN-4 - Advanced Nursing Concepts of Health and Illness 9 units

CSU

Prerequisite: Completion of NRN-3.

Corequisite: Prior completion of or concurrent enrollment in NRN-16.

Integrates total nursing care concepts in acute and other community-based settings. Emphasizes the health care of multicultural clients and their families throughout the life cycle who are experiencing complex or multiple health/illness problems. Includes advanced concepts of gerontological nursing. Students apply previously learned concepts to clients with critical and complex health and illness problems using the nursing process within the multidisciplinary treatment team. Develops the associate degree nursing role in managing care for groups of clients. 72 hours lecture and 270 hours laboratory.

**NRN-6 - Nursing Learning Laboratory .5 unit
CSU**

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry-level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-7 - Nursing Learning Laboratory 1 unit
CSU**

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-8 - Nursing Learning Laboratory 2 units
CSU**

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-9 - Nursing Learning Laboratory 3 units
CSU**

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11- Foundations of Nursing Practice Across the Lifespan 9.5 units
CSU**

Prerequisite: AMY-2A, AMY-2B, MIC-1 and PSY-9.

Corequisite: NRN-11A.

Advisory: ENG-1A and COM-1 or COM-9 and CIS-80 or CIS-84 and the mathematics, reading and English competencies.

Limitation on Enrollment: Acceptance to the Associate Degree Nursing Program.

This course focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating professional, legal, and ethical responsibilities of the nurse. The course addresses health promotion across the lifespan; introduces critical thinking applied to nursing; the nursing process; communication techniques used when interacting with patients and members of the interprofessional team; evidence-based nursing practice; and nursing informatics. Application of knowledge and skills occurs in the nursing skills lab, simulator lab, and a variety of clinical settings. 90 lecture hours and 243 laboratory hours. (Letter Grade only.)

**NRN-11A – Nursing Learning Laboratory .5 unit
CSU**

Prerequisite: None.

Co-Requisite: NRN-11.

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-11B – Nursing Learning Laboratory 1 unit*Prerequisite: None.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. Additional 54 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-11C – Nursing Learning Laboratory 2 units*Prerequisite: None.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. Additional 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-12 – Chronic Illness/Acute Maternal Child Specialty 8 units*Prerequisite: NRN-11.**Corequisite: NRN-12A.*

Focuses on concepts necessary to provide safe, patient-centered nursing care for developmentally and culturally diverse patient-specific populations which include infants, children, childbearing and childrearing families, and chronically ill adults. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the nurse in various healthcare settings. Includes acquisition of nursing skills required in chronic care and maternal/child settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 72 hours lecture and 216 hours laboratory.

NRN-12A – Nursing Learning Laboratory .5 unit*Prerequisite: NRN-11.**Corequisite: NRN-12.*

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-12B – Nursing Learning Laboratory R 1 unit*Prerequisite: None.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. Additional 54 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-12C – Nursing Learning Laboratory R 2 units*Prerequisite: None.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing program.*

An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. Additional 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-13– Acute and Chronic Illness 2.5 units*Prerequisite: NRN-12.*

Focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various acute and chronic conditions. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required in acute and chronic care settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and variety of clinical settings. 18 hours lecture and 81 hours laboratory.

NRN-15 - Introduction to Nursing 2 units**Roles and Relationships****CSU**

Prerequisite: None.

Corequisite: Concurrent enrollment or prior completion of NRN-1.

Assists in the role transition to Registered Nursing student at Riverside Community College. Examines the uniqueness of the conceptual framework and curricular structure of the program at Riverside Community College. Presents the five basic steps of the nursing process and roles of the Associate Degree Nurse. Considers the nature of the teaching-learning process. Overviews the philosophy of registered nursing past, present and future. Introduces the ethical/legal aspects of the student nurse's role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing websites. Introduces students to professional writing style and format. 36 hours lecture.

NRN-16 - Dimensions of AD-Registered Nursing 1.5 units**CSU**

Prerequisite: NRN-3.

Corequisite: Prior completion of or concurrent enrollment in NRN-4.

Assists in the transition from student role to that of a graduate of a registered nursing program prepared for employment. Correlates with lab experiences in NRN-4 to develop beginning leadership and management skills. Examines the scope of practice of the RN in delegating and prioritizing nursing care, discusses end-of-life issues and organ procurement, and introduces nursing informatics to prepare new graduates on how to use computer technology in the workplace. Reviews process of licensure for California registered nursing and malpractice issues. Provides opportunity for students to explore various employment opportunities for Registered Nurses in the community and to discuss current issues of relevance to professional nursing practice. 27 hours lecture.

NRN-17 - Transition Course for Nursing Advanced Placement/Transfer Students 2 units**CSU**

Prerequisite: None.

Limitation on enrollment: LVN, immediate graduate of the RCC VN program, or nursing student eligible for transfer into the RCC ADN program. Departmental approval required.

An introduction to basic concepts of the RCC Associate Degree Nursing program: philosophy and outcome objectives; conceptual framework; five step nursing process. Focuses on developing critical thinking skills. Addresses transitional issues to associate degree nursing student role. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse's role as well as professional RN role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing Websites. May be taken a total of four times. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

NRN-18 - Transition Course for Advanced Placement Students 2.5 units

Prerequisite: None.

Limitation on Enrollment: Must be an LVN, an immediate graduate of the RCC Vocational Nursing program, or a nursing student eligible for transfer into the RCC ADN program.

An introduction to the RCC Associate Degree Nursing Program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists advanced placement and transfer students with transition to the Associate Degree Nursing Program. 27 hours lecture and 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NRN-20 - National Council Licensure Examination for Registered Nurses (NCLEX-RN) .5 unit**CSU**

Prerequisite: None.

Limitation on enrollment: Eligible for the NCLEXRN.

This twelve-hour workshop is offered to help students in Associate in Science Degree programs study for NCLEX-RN examination for licensure. The course presents a review of topics in medical/surgical, maternal/child and mental health nursing. Topics encompass basic concepts and recent advances that are components of safe and effective nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of theory content. May be taken a total of four times. 12 hours lecture. (Pass/No Pass only.)

NRN-91 - Nursing Work Study (BRN Approved) .5 unit

Prerequisite: NRN-2.

This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of clinical skills. May be taken a total of four times. 27 hours laboratory. (Pass/No Pass only.)

NRN-93 - Calculations for Healthcare Providers 1 unit

Prerequisite: None.

Review of basic arithmetic required to administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Administration of medications via different routes and to clients in all age groups. Computation of dosage problems encountered in actual nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development with the subject matter. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. May be taken a total of four times. 18 hours lecture.

NRN-94 - Nursing Clinical Development Practicum 2 units

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing programs.

This course is designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. May be taken a total of four times. 108 laboratory hours. (Pass/No Pass only.)

NRN-200 - Nursing Work Experience 1-2-3-4 units CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

VOCATIONAL NURSING (VN) PROGRAM

The Vocational Nursing program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12 month full-time or 24 month part-time curricula provide student-centered instruction that conforms to regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. To receive a certificate, a minimum grade of "C" must be earned in each nursing course, Anatomy and Physiology 10, and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing program admission/selection policies and procedures may be obtained by contacting the School of Nursing, (951) 222-8405 or by viewing the website.

MINIMUM REQUIREMENTS FOR ELIGIBILITY

NOTE: Meeting minimum criteria for the program does not guarantee admission to the program.

1. The following must be met prior to the application deadlines. Please check with the Counseling Department to verify official high school and college transcripts are on file.
 - a. Admission to Riverside Community College District.
 - b. Graduation from an accredited high school or equivalent (G.E.D., High School Proficiency Examination, Associate Degree or Bachelor's degree). Official up-to-date transcripts required.
 - c. A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.
 - d. Application to the VN Program submitted during

the application period. Applications are on the RCC School of Nursing website and are submitted to the Nursing Evaluation and Enrollment Specialist during the application filing period. Students who wish to start the program in the fall must submit an application regardless of whether or not they have completed Nursing 50 and/or Anatomy and Physiology 10. Note: No waiting list is maintained. Therefore a new application is necessary each year.

2. The following must be met in order to be considered for acceptance to the program.
 - a. Anatomy and Physiology 10 or Anatomy 2A and 2B or equivalent.
 - b. Nursing 50
 - c. Psychology 9
 - d. 100% on Nursing Program Arithmetic Proficiency Exam.
 - e. Be at least 17 years of age (Section 2866a, VN Practice Act).

Riverside Community College District strongly encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Therefore, nursing applicants that have taken Anatomy and Physiology 2A and 2B at two separate colleges are required to receive approval for these courses by requesting a "Prerequisite Validation" from the Counseling or Evaluations departments.

3. Application to the VN program. Applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College. Students who wish to start the program in the fall must submit an application regardless of whether or not they have completed Nursing 50 and/or Anatomy and Physiology 10. Note: No waiting list is maintained. Therefore, a new application must be submitted each year.
4. Students wishing a decreased study load during the first semester are encouraged to take Psychology 9 before entering the program.

CITIZENSHIP AND IMMIGRATION STATUS**VERIFICATION REQUIRED FOR VN/RN LICENSURE**

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires agencies to eliminate "public benefits" to individuals who cannot provide proof of their legal status in the United States. "Public benefit" has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number

Disclosure of one's social security number is mandatory for licensure by the BVNPT in accordance with Section 30 of the

Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws related to prohibition of discrimination on the basis of gender, age, race, color, national-origin, religion, disability or sexual orientation.

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

VN PROGRAM EXPENSES (All expenses are approximate)

1. Uniform: \$200.
2. Books and supplies: \$800.
3. Health examination/immunizations \$200-\$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
4. Per Semester: Health Services fee \$17, Student Services fee \$10, Parking fee \$50, and an Enrollment fee of \$46 per unit.
5. Students must have current CPR certification (BLS Healthcare Provider Course). If the CPR card expires prior to the end of the semester or intersession, recertification is required prior to enrollment.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
7. Background check and drug screen must be clear prior to participation in clinical courses. Fee: approximately \$130.*
8. NCLEX-PN: \$350.*
9. License fee: \$150.*
10. ATI; approximately \$400.

* Fees are subject to change.

ATTENDANCE REQUIREMENTS

The attendance policy of the Vocational Nursing program is in conformity with the attendance policy of Riverside Community College District and the Board of Vocational Nursing and Psychiatric Technicians. In accordance with the attendance policy of Riverside Community College District, "All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence." "Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work

assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments."

In accordance with the objectives of the Vocational Nursing Program, the student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the multidisciplinary healthcare team.

PROGRESSION POLICY: VN FULL-TIME PROGRAM:

If a student earns less than a "C" grade in any course required for enrollment in the VN program (Psychology 9, Nursing 51, 52, 60, 61, 62, 63, 70, and 71), the student will be ineligible to continue in the Full-Time program and must reapply when the course has been successfully repeated. Readmission will be granted on a space available basis according to the admission point system.

In order to repeat a VN program course, the student must complete a "Petition for Readmission to the Nursing program," as well as an application to the program. Applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

PROGRESSION POLICY: VN PART-TIME PROGRAM

Course sequence for the Part-Time Vocational Nursing program will be as printed on the RCC Part-Time Vocational Nursing program Curriculum Pattern. Students will lose their space if they fail to progress according to the sequence and must reapply to the program. Readmission will be granted on a space available basis according to the admission point system.

VN students in the part-time program are required to earn a minimum grade of "C" in Nursing 51, 60, 63, and in Psychology 9 prior to being eligible to enroll in Nursing 52. In order to repeat a VN program course, the student is required to submit a "Petition for Readmission to the Nursing program," as well as an application to the Nursing program. Applications can be obtained online at: www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

READMISSION POLICY-VOCATIONAL NURSING PROGRAM

A student who at any time has been admitted to the Vocational Nursing program and subsequently withdraws or earns a "D" or "F" grade in the nursing course(s) must file a petition and application to be readmitted to the program. Petitions and applications can be obtained online at www.rcc.edu/academicPrograms/nursing/process.cfm and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College. Refer to the RCC VN Student Handbook for additional readmission policies. VN program courses are subject to the State of California limits on course repetition.

When a student withdraws from the Vocational Nursing program or fails to earn a grade of "C" or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE

IS NO PROMISE OR REASSURANCE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

TRANSFER/CHALLENGE POLICIES

Students with previous nursing education or experience may petition for advanced placement credit. Information regarding this policy may be obtained from the School of Nursing.

NURSING (VOCATIONAL) COURSES:

NVN- 50 - Introductory Vocational Nursing Foundations 2 units

Prerequisite: None.

Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Describes the nursing process and introduces the concept of culture as it impacts nursing care. 36 hours lecture.

NVN-51 - Introductory Concepts of Vocational Nursing-Health/Illness 3 units

Prerequisite: NVN-50.

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.

Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. 54 hours lecture.

NVN-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units

Prerequisite: NVN-50.

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.

Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

NVN-52A – Nursing Learning Laboratory .5 unit

Prerequisite: None.

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NVN-52B – Nursing Learning Laboratory 1 unit

Prerequisite: None.

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NVN-52C – Nursing Learning Laboratory 2 units

Prerequisite: None.

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NVN-60 - Intermediate Vocational Nursing Foundations-Nursing Process/Communication 1 unit

Prerequisite: NVN-50.

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.

Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify clients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied in relationship to the nursing process, with beginning application to clients in various stages of the life cycle. Review of the Riverside Community College Vocation Nursing Program philosophy and conceptual framework. 18 hours lecture.

NVN-61 - Intermediate Concepts of Vocational 6 units**Nursing-Care of the Family***Prerequisite: NVN-52 and 60.*

Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NVN-62 - Intermediate Concepts of Vocational 12 units**Nursing-Medical/Surgical***Prerequisite: NVN-61.*

Application of the nursing process to the care of clients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for clients in the adult life cycle stages in a variety of clinical settings, from various cultural and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments which impact on nursing care. 126 hours lecture (including 18 hours of pharmacology) and 270 hours clinical/laboratory.

NVN-62A – Nursing Learning Laboratory .5 unit*Prerequisite: None.**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NVN-62B – Nursing Learning Laboratory 1 unit*Prerequisite: None.**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NVN-62C – Nursing Learning Laboratory 2 units*Prerequisite: None.**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

NVN-63 - Intermediate Concepts of Vocational 3 units**Nursing-Mental Health***Prerequisite: NVN-60 and PSY-9.*

Application of the nursing process and principles of mental health in the care of clients, in all health delivery settings, with conditions which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Focus on using principles of psychiatric nursing, communication skills, and interpersonal relationship techniques to meet basic human needs. The clinical/laboratory experience will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction in the mental health setting with clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with clients with common health/illness and functional disorders. 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

**NVN-70 - Advanced Vocational Nursing Foundations- 1 unit
Role Transition***Prerequisite: NVN-62 and 63.*

Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

NVN-71 - Advanced Concepts of Vocational Nursing-Medical/Surgical **7.5 units***Prerequisite: NVN-62 and 63.*

Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem, including responsibilities and life saving measures in emergency situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and management techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/ laboratory.

CONTINUING EDUCATION IN NURSING

The Continuing Education courses offered by Riverside Community College District are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nursing and Psychiatric Technicians will accept courses for Continuing Education credit that have been approved by the BVNPT and the California Board of Registered Nursing.

NURSING (CONTINUING EDUCATION) COURSES:**NXN-78 - Pharmacology in Clinical Nursing Practice** **3 units***Prerequisite: None.**Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing program.*

Reviews the major classes of medications used in community-based settings that provide primary, secondary and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 54 hours lecture.

NXN-81 - Introduction to Critical Care Nursing **5 units***Prerequisite: None.**Limitation on enrollment: Completion of a Registered Nursing program.*

A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. It focuses on the introduction to critical care nursing; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; specialized procedures and equipment; and clinical skills training. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 90 hours lecture. (Pass/No Pass only.)

NXN-84 - Preparing for Success in Nursing School **1.5 units***Prerequisite: None.*

Provides an introduction to and facilitates success in the Riverside Community College District (RCCD) nursing programs. Introduces the concept of a program of study, clarifies expectations, and informs students of campus-wide resources. Includes study and test-taking strategies, organizational and time-management skills, and other behaviors of the self-regulated learner. May be taken a total of two times. 27 hours lecture. (Pass/No Pass only.) Approved by the California Board of Registered Nursing for continued education units. Provider number 00100.

OCEANOGRAPHY**OCE-1 - Introduction to Oceanography** **3 units**
UC, CSU*Prerequisite: None.**Advisory: A course in geology recommended.*

Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis forces, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture.

OCE-1L - Introduction to Oceanography Laboratory **1 unit**
UC, CSU*Prerequisite: None.**Corequisite: Concurrent or previous enrollment in OCE-1.*

An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Such topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; and dynamic topography, waves and tides. 54 hours laboratory.

OFFICE ADMINISTRATIONSee [Computer Applications and Office Technology](#)**PARALEGAL STUDIES****PAL- 10 - Introduction to Paralegal Studies** **3 units**
CSU*Prerequisite: None.*

An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.

PAL-14 - Legal Ethics **3 units**
CSU*Prerequisite: None.*

Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

**PAL-64 - Legal Research and Computer Applications 3 units
CSU***Prerequisite: None.*

Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture.

**PAL-68 - Civil Litigation and Procedures I 3 units
CSU***Prerequisite: None.*

The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture.

**PAL-70 - Law Office Policies, Procedures and Ethics 1.5 units
CSU***Prerequisite: None.*

Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture.

**PAL-71 - Legal Terminology 1.5 units
CSU***Prerequisite: None.*

Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. 27 hours lecture.

**PAL-72 - Legal Analysis and Writing 3 units
CSU***Prerequisite: PAL-10, 68 or BUS-18A.*

The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

**PAL- 78 - Civil Litigation and Procedures II 3 units
CSU***Prerequisite: PAL-68.*

Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

**PAL- 80 - Internship Project 1.5 units
CSU***Prerequisite: PAL-64.*

An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

**PAL- 81 - Bankruptcy Law and Procedures 3 units
CSU***Prerequisite: None.*

Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture.

**PAL- 83 - Estate Planning and Probate Procedures 3 units
CSU***Prerequisite: None.*

Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture.

**PAL-85 - Family Law and Procedures 3 units
CSU***Prerequisite: None.*

Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.

**PAL- 87 - Trial Practice Preparation and Procedures 3 units
CSU***Prerequisite: None.*

Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture.

**PAL-200 - Paralegal Studies Work Experience 1-2-3-4 units
CSU****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

PHILOSOPHY
PHI-10 - Introduction to Philosophy **3 units**
 UC, CSU

Prerequisite: None.

A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H - Honors Introduction to Philosophy **3 units**
 UC, CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Honors program.

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking **3 units**
 UC, CSU

Prerequisite: None.

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

**PHI-12 - Introduction to Ethics:
Contemporary Moral Issues** **3 units**
 UC, CSU

Prerequisite: None.

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-13 - Philosophy of Art **3 units**
 UC, CSU

Prerequisite: None.

An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture.

PHI-14 - Survey of Black Thought **3 units**
 UC, CSU

Prerequisite: None.

A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. 54 hours lecture.

PHI-15 - Bio-Medical Ethics **3 units**
 UC, CSU

Prerequisite: None.

An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

PHI-16 - Moral Reasoning in Business **3 units**
 CSU

Prerequisite: None.

This course applies classical and contemporary theories of morality to problems, questions and dilemmas arising in business. Using the major concepts and principles of deontological and consequentialist reasoning, it examines and analyzes cases involving such areas as employer/employee relations, corporate responsibility, the ethics of globalization, development and world financial institutions, and truth-telling in business. Emphasis is on the development of moral reasoning skills that allow for meaningful analysis and evaluation of moral situations. 54 hours lecture.

PHI-19 - Native American Thought **3 units**
 UC, CSU

Prerequisite: None.

Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. 54 hours lecture.

**PHI-20 - History of Western Philosophy I:
Greek, Roman, and Medieval** **3 units**
 UC, CSU

Prerequisite: None.

A survey of the beginning and rise of Western science and philosophy; pre-Socratic era, Socrates, Plato, Aristotle; Greek philosophical influence upon the Roman Empire and Medieval Europe. 54 hours lecture.

PHI-21 - History of Western Philosophy II: 3 units**Modern and Contemporary**

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, 12, or 20.*

A survey of the history of Western philosophy beginning with the transition from the medieval period and ending with contemporary philosophy. Topics covered will include renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, and such contemporary movements as Marxism, existentialism, positivism, American pragmatism and analytic philosophy. 54 hours lecture.

PHI-22 - Philosophy of Science 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic 3 units**(Same as MAT-32)**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-33 - Introduction to Social and Political 3 units**Philosophy**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion 3 units**(Same as HUM-35)**

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H, or 11.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY**PHO-8 - Introduction to Photography 3 units**

UC, CSU

Prerequisite: None.

Theory and practice in the basic techniques of producing black and white 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. Acquire competency in the use of photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35 mm cameras with aperture and shutter controls, film and enlarging paper for printing. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

PHO-9 - Intermediate Photography 3 units

CSU

Prerequisite: PHO-8 and 20.

An intermediate course in black and white photography emphasizing theory and practice of photographic composition, use of natural and artificial lighting, on-camera filters, exposure techniques, photographic editing in both film and digital environments, and production of fine black and white prints.. Introduces professional medium and large format cameras. Students required to provide their own 35 mm camera with aperture and shutter controls or a digital camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

PHO-10 - Advanced Photography 3 units

CSU

Prerequisite: PHO-9.

Advanced concepts of black and white photography, with emphasis on utilization of 35 mm and medium and large format cameras in the studio and on location. Application of advanced lighting techniques for products and portraiture. Includes an introduction to studio management and the legal and financial considerations of the professional photographer. Students required to provide their own 35 mm camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

PHO-12 - Photojournalism 3 units

(Same as JOU-12)

CSU

*Prerequisite: PHO-8.**Corequisite: PHO-9.*

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

PHO-13 - Advanced Darkroom Techniques 3 units
CSU*Prerequisite: PHO-9.*

Designed to introduce advanced students to manipulation of photosensitive materials for technical and creative enhancement of photographic images. The course presents the principles learned to control contrast and density with the goal of producing images with technical excellence using lighting, exposure, developing and printing techniques. Discuss laboratory processes for ensuring archival permanence of photographic images. 36 hours lecture and 54 hours laboratory.

PHO-14 – Lighting for Portraiture 3 units
CSU*Prerequisite: PHO-9.*

Designed to introduce students to the basic theory and principles of studio photography. This course provides hands on experience in creating studio and environmental portraits with an emphasis on lighting and posing techniques. 36 hours lecture and 54 hours laboratory.

PHO-15 – Wedding and Special Event Photography 3 units*Prerequisite: None*

This course addresses the technical, artistic, legal and interpersonal communication information required by the wedding and special event photographer. The content will include establishing a working relationship with the client, evaluating each event in order to choose the appropriate equipment, developing photographic shot lists based on the type of event and cultural and religious expectations, executing contracts and marketing services. 36 hours lecture and 54 hours laboratory.

PHO-17 - Introduction to Color Photography 3 units
CSU*Prerequisite: PHO-9.*

Theory and practice in capture, editing and output of color photographs using film and digital media, scanners and commercial print processing. Includes color theory, analysis of light sources, color spaces, digital workflow, history of color photography and the work of contemporary color photographers. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

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.

PHO-200 - Photography Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see [JOURNALISM](#)

PHYSICAL 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.

PHS-5 - Weather and Climate 3 units
(Same as GEG-5)

UC, CSU

Prerequisite: None.

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

PHS-17 - Introduction to the Development of Modern Science **3 units**

(Same as CHE-17)

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

PHYSICS**PHY-2A - General Physics, I** **4 units**
UC*, CSU*Prerequisite: None.**Corequisite: Enrollment in MAT-1A.*

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of mechanics, including Newton's laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.

PHY-2B - General Physics, II **4 units**
UC*, CSU*Prerequisite: PHY-2A.*

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves, intensity of sound waves; study of electricity and magnetism, including electric field and potential, Gauss' Law, current and DC circuits, capacitance and inductance, Faraday's Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory. Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

PHY-4A - Mechanics **4 units**
UC*, CSU*Prerequisite: None.**Corequisite: MAT-1A.*

Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism **4 units**
UC*, CSU*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell's equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves **4 units**
UC*, CSU*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-4D - Modern Physics **4 units**
UC, CSU*Prerequisite: None.**Corequisite: PHY-4C.*

Relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to examples including the one-electron atom. 72 hours lecture.

PHY-10 - Introductory General Physics **3 units**
UC*, CSU*Prerequisite: MAT-52.*

A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture.

PHY-11 - Physics Lab **1 unit**
UC, CSU*Prerequisite: None.**Corequisite: PHY-10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

PHYSIOLOGY AND ANATOMY
See [ANATOMY AND PHYSIOLOGY](#)

POLITICAL SCIENCE**POL-1 - American Politics 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-1H - Honors American Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-2 - Comparative Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A comparative study of selected European, Asian, African, Latin American and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-2H - Honors Comparative Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A comparative study of selected European, Asian, African, Latin American, Middle Eastern and Political Systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-3 - Introduction to Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the major concepts, theories, and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, and Political Theory. 54 hours lecture.

POL-4 - Introduction to World Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-4H - Honors Introduction to World Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5 - The Law and Politics 3 units

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-6 - Introduction to Political Economy 3 units

(Same as ECO-6)

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

POL-7ABCD - Current Political Issues 3 units
CSU

Prerequisite: None. Sections may be taken in any sequence.

Advisory: Qualification for ENG-1A.

Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

POL-8 - Introduction to Public Administration and Policy Development 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

POL-10ABCD - International Organizations 3 units
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture.

POL-11 - Political Theory 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

POL-12 - State and Local Politics 3 units
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in the U.S., with emphasis on California politics. Current political issues such as urban development, fiscal policies, race, gender and class politics, state and local political leaders, civil rights and civil liberties will be discussed. 54 hours lecture.

POL-13 - Introduction to American Foreign Policy 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

POL-14 - Internship in Political Science 3 units
CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

PORTUGUESE**POR-1 - Portuguese 1** 5 units
UC, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

POR-2 - Portuguese 2 **5 units**
UC, CSU*Prerequisite: POR-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese at the beginning level. This course includes an expanded discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

PSYCHOLOGY**PSY-1 - General Psychology** **3 units**
UC, CSU*Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-2 - Physiological Psychology **3 units**
UC, CSU*Prerequisite: None.*

The scientific study of the physiological determinants of behavior. Issues addressed include: basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming and neurological and mental disorders. 54 hours lecture.

PSY-8 – Introduction to Social Psychology **3 units**
UC, CSU*Prerequisite: None.*

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

PSY-9 - Developmental Psychology **3 units**
UC, CSU*Prerequisite: None.*

Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. 54 hours lecture.

PSY-33 - Theories of Personality **3 units**
UC, CSU*Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist's biographical data to the development of the theory. 54 hours lecture.

PSY-35 - Abnormal Psychology **3 units**
UC, CSU*Prerequisite: None.*

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING**REA-2 - Rapid Reading** **2 units**
CSU*Prerequisite: None.*

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. May be taken a total of two times. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-3 - Reading for Academic Success **3 units**
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

REA-4 - Critical Reading as Critical Thinking **3 units**
CSU*Prerequisite: None.*

This course is intended for students to fully understand the relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading. 54 hours lecture.

REA-81 - Reading, Level I **3.5 units***Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-82 - Reading, Level II **3.5 units**

Prerequisite: REA-81 or qualifying placement level.

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-83 - Reading, Level III **3 units**

Prerequisite: REA-82 or ESL-73 or qualifying placement level.

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

REA-86 - Reading Strategies for Textbooks **1 unit**

Prerequisite: None.

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

REA-87 - Reading Clinic **.5 unit**

Prerequisite: None.

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

REA-95 - Special Topics in Reading **.5 unit**

Prerequisite: None.

Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. Subsequent enrollment in the course will provide the student with additional practice and further opportunities for skill and competency development within the subject matter. May be taken a total of four times. 9 hours lecture. (Non-degree credit course. Pass/No Pass only.)

REAL ESTATE**RLE-80 - Real Estate Principles** **3 units**
CSU

Prerequisite: None.

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

RLE-81 - Real Estate Practices **3 units**
CSU

Prerequisite: None.

Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate **3 units**
CSU

Prerequisite: None.

California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance **3 units**
CSU

Prerequisite: None.

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal **3 units**
CSU

Prerequisite: None.

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics **3 units**
CSU

Prerequisite: None.

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I 3 units

CSU

Prerequisite: None.

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience 1-2-3-4 units

CSU*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

RUSSIAN**RUS-1 - Russian 1 5 units**

UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

RUS-2 - Russian 2 5 units

UC, CSU

Prerequisite: RUS-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

RUS-3 - Russian 3 5 units

UC, CSU

Prerequisite: RUS- 2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. This course includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

RUS-11 - Culture and Civilization 3 units

UC, CSU

Prerequisite: None.

Introductory survey of Russian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SOCIOLOGY**SOC-1 - Introduction to Sociology 3 units**

UC, CSU (C-ID SOCI 110)

Prerequisite: None.

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. 54 hours lecture.

SOC-2 - American Social Problems 3 units

UC, CSU (C-ID SOCI 115)

Prerequisite: None.

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

SOC-3 - Social Inequality in American Society 3 units

UC, CSU

Prerequisite: None.

This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.

SOC-10 - Race and Ethnic Relations 3 units

UC, CSU

Prerequisite: None.

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-12 - Marriage and Family Relations 3 units

UC, CSU

Prerequisite: None.

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-15 - Women in American Society 3 units

UC, CSU

Prerequisite: None.

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

SOC-17 - Introduction to Public Mental Health 3 units**(Same as HMS-17)**

CSU

Prerequisite: None.

Introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

SOC-20 - Introduction to Criminology 3 units

UC, CSU

Prerequisite: None.

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-22 - American Deaf Culture 3 units**(Same as AML-22)**

CSU

Prerequisite: None.

An introduction to culture and values of deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

SOC-23 - Special Studies in Culture 1 unit

CSU

Prerequisite: None.

This course is designed to introduce students to the scientific study of the elements of society by comparing American society with other societies and cultures. There will be a focus on developing a sociological imagination by comparing and contrasting distinctly different cultures by examining their values, norms, and behaviors during an RCC study abroad program. May be taken a total of four times. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

SOC-45 - Childhood and Culture 3 units

CSU

Prerequisite: None.

The cultural impact of child rearing on the development, personality and behavior of a child. How this culture effects motivation, goals and probability of success in society. 54 hours lecture.

SOC-50 - Introduction to Social Research Methods 3 units

UC, CSU

Prerequisite: None.

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

SPANISH**SPA-1 - Spanish 1 5 units**

UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-1A - Spanish 1A 2.5 units

UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. 45 hours lecture and 9 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-1B - Spanish 1B 2.5 units

UC*, CSU

Prerequisite: SPA-1A.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. 45 hours lecture and 9 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-1H - Honors Spanish I **5 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. This honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-2 - Spanish 2 **5 units**
UC*, CSU*Prerequisite: SPA-1, 1H or 1B.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-3 - Spanish 3 **5 units**
UC*, CSU*Prerequisite: SPA-2 or 2H.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-3N - Spanish for Spanish Speakers **5 units**
UC*, CSU*Prerequisite: None.*

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-4 - Spanish 4 **5 units**
UC, CSU*Prerequisite: SPA-3 or 3N.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-8 - Intermediate Conversation **3 units**
UC, CSU*Prerequisite: SPA-2 or 2H.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. May be taken a total of four times. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-11 - Spanish Culture and Civilization **3 units**
UC, CSU*Prerequisite: None.*

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-12 - Latin American Culture and Civilization **3 units**
UC, CSU*Prerequisite: None.*

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-13 - Spanish for Health Care Professionals **5 units**
CSU*Prerequisite: None.*

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-51 - Introductory Listening Comprehension I 2 units*Prerequisite: None.*

This concentrates on developing basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-52 - Introductory Listening Comprehension II 2 units*Prerequisite: SPA-1, 1H, 1B, or 51.*

This continues the development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-53 - Intermediate Listening Comprehension I 2 units*Prerequisite: SPA-2, 2H or 52.*

This begins the development of intermediate skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on the acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPEECH COMMUNICATIONSee [COMMUNICATION STUDIES](#)

SUPERVISIONSee [MANAGEMENT](#)**TELECOMMUNICATIONS**See [FILM, TELEVISION AND VIDEO](#)

THEATER ARTS**THE-2 - Play Practicum-Special Projects Laboratory I 1 unit UC*, CSU***Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

THE-3 - Introduction to the Theater 3 units UC, CSU*Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

THE-4 - Play Practicum-Special Projects Laboratory II 2 units UC*, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

THE-5 - Theater Practicum 3 units UC, CSU*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-6 - Advanced Theater Practicum 3 units UC*, CSU*Prerequisite: THE-5.*

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-25 - Makeup for the Stage **2 units**

UC, CSU

Prerequisite: None.

This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 54 hours laboratory.

THE-26 - Directing for Stage **3 units**

UC, CSU

*Prerequisite: None.**Advisory: THE-32 or 33 or 37.*

An introduction to the role of the director in modern theatrical production. This course is a study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

THE-29 - Musical Theater Appreciation **3 units**

UC, CSU

Prerequisite: None.

A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis will be placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture.

THE-30 - Voice and Movement for the Stage **2 units**

UC, CSU

Prerequisite: None.

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater **3 units****Games and Exercises**

UC, CSU

Prerequisite: None.

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.

THE-33 - Scene Acting: Creating a Role **3 units**

UC, CSU

Prerequisite: THE-32.

Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor's body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles **3 units**

UC, CSU

Prerequisite: THE-32.

Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in **3 units****Shakespearean Verse**

UC, CSU

Prerequisite: THE-32.

Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

THE-36 - Improvisational Acting **3 units**

UC, CSU

Prerequisite: THE-32.

Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-37 - Musical Theater Techniques **3 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-38 - Auditioning for the Stage **1 unit**
CSU*Prerequisite: None.*

Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.

THE-39 - Acting for the Camera **3 units**
UC, CSU*Prerequisite: None.**Advisory: THE-32.*

Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. May be taken a total of four times. 45 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft **3 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in THE-2 or 4 or 5 or 6.*

Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.

THE-44 - Theatrical Set Design **3 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6 or 41.*

The study of the principals, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory.

THE-46 - Theatrical Costume Design **3 units**
UC, CSU*Prerequisite: None.**Advisory: ART-17 or 40.*

The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

THE-48 - Theatrical Lighting Design **3 units**
UC, CSU*Prerequisite: None.**Advisory: THE-5 or 6 or ART-23.*

The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

THE-49 - Scenic Painting for the Theater **3 units**
UC, CSU*Prerequisite: None.**Advisory: THE-41 or ART-17 or 26.*

The study of the principles, techniques and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory.

THE-54 - Introduction to Stage Management **3 units**
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6.*

A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture.

THE-200 - Theater Arts Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WELDING**WEL-15 - Introduction to Basic Shielded Metal Arc Welding** 3 units
CSU*Prerequisite: None.*

An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-16 - Advanced Shielded Metal Arc Welding 3 units
CSU*Prerequisite: WEL-15.*

An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

WEL-25 - Introduction to Oxyacetylene Welding 3 units
CSU*Prerequisite: None.*

An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-34 - Metal Joining Processes 2 units
CSU*Prerequisite: None.*

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

WEL-35 - Semi-Automatic Welding 3 units
CSU*Prerequisite: None.*

A course in semi-automatic welding processes, with emphasis on Gas-metal-arc-welding, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. 27 hours lecture and 81 hours laboratory.

WEL-55A - Gas Tungsten Arc Welding-Plate 3 units
Material*Prerequisite: None.*

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-55B - Gas Tungsten Arc Welding-Exotic Metals 3 units*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in WEL-55A.*

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-60 - Advanced Pipe and Plate Laboratory 2 units*Prerequisite: None.**Limitation on enrollment: Six units of welding or one year of professional welding experience required.*

A course designed to advance the competent welder's knowledge of welding pipe and plate. Research is performed with respect to destructive and nondestructive testing, effects of variable factors on weldments, the weldability of ferrous and nonferrous alloys. May be taken a total of two times. 108 hours laboratory.

WEL-61 - Certification for Licensing of Welders 3 units*Prerequisite: WEL-16.*

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. Subsequent enrollment in additional semesters will provide an opportunity for additional manipulative skills and competency development in the subject matter. Each student will be required to successfully complete a series of weld coupons in preparation for the Los Angeles City welding certification. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-62 - Blueprint Reading for Welders 2 units*Prerequisite: None.*

An introductory course in the study of welding and fabrication blueprints and their interpretation of line types, symbols, abbreviations, and integral parts, the course is designed for students interested in blueprint reading for the welding and fabrication trades. 27 hours of lecture and 27 hours of laboratory.

**WEL-200 - Welding Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WORK EXPERIENCE**WKX-200 - Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

**WKX-201 - General Work Experience 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.

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an "educational gateway" for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor's Office.

COSMETOLOGY**COS-801 - Level VI Cosmetology Concepts 0 units**

Prerequisite: COS-60E or 60E2.

This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (TBA option)

COS-811 - Cosmetology Teacher Training 0 units

Prerequisite: None.

Limitation on enrollment: Completion of COS-61B.

This course is designed for the experienced cosmetologist to become a qualified instructor. When a student has not acquired all the skills and/or accrued the required total of 600 hours to qualify for the local teacher-training certificate, they may enroll in COS-811. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as assisting the instructor with laboratory work for student demo haircutting, chemical relaxing, press and curl manicuring and/or receive instructor in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (TBA option)

ZOOLOGY

See [BIOLOGY 2A, 2B](#)

COS-812 - Level II Esthetician Concepts 0 units*Prerequisite: None.**Limitation on enrollment: Completion of COS-62B.*

This course is designed to prepare the student for a career in skin care and make-up. When a student has not completed all the skills and/or accrued the required total of 600 hours to sit for the state licensing exam, they may enroll in COS-812. Students work solely under the supervision of a qualified instructor. In this course, students may review application and techniques and improve subject matter knowledge. Students may perform operations and applications such as eyebrow arching and hair removal (wax, tweezer and depilatories), corrective make-up, application of artificial eyelashes (strip and individual), facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (TBA option)

ENGLISH**ENG-885 - Writing Clinic 0 units***Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option)

ENGLISH AS A SECOND LANGUAGE**ESL-801 - ESL Support for Career and Technical Programs 0 units***Prerequisite: None.**Advisory: Qualification for ESL 53.*

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.) (TBA option)

GUIDANCE**GUI-801 - Testing for Success CAHSEE Preparation 0 units***Prerequisite: None.*

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (Materials fee: \$16.00)

INTERDISCIPLINARY STUDIES**ILA-800 - Supervised Tutoring 0 units***Prerequisite: None.**Co-Requisite): Student must be enrolled in at least one other non-tutoring course.**Limitation on Enrollment: Student must be referred by an instructor or a counselor.*

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (TBA option) (Non-degree, non-credit course.)

READING**REA-887 - Reading Clinic 0 units***Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

SENIOR CITIZEN EDUCATION

For information about Senior Citizen Education courses, contact the Young @Heart Program in Tech B, 201 on the Riverside Campus. The telephone number is (951) 328-3811.

SCE-804 - Senior Topics 0 units*Prerequisite: None.*

This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance.

SCE-805 - Creative Writing for Older Adults 0 units*Prerequisite: None.*

This course for adults 55 years and older teaches students how to create and shape autobiographies, fiction and non-fiction writing and poetry into readable and publishable form. The course will provide an encouraging and welcoming social environment as well as a means of capturing the well-written works from an older generation. 24 hours laboratory; Positive Attendance.

SCE-809 - Computer Basics for Older Adults 0 units*Prerequisite: None.*

This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance.

SCE-810 - Photography as Therapy for Older Adults 0 units*Prerequisite: None.*

In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance.

SCE-811 - Drawing and Painting for Older Adults 0 units*Prerequisite: None.*

This course is designed for students 55 years and older, and will include a potpourri of drawing, illustration, painting, mixed media and basic design components. Individual classes will have one or more emphases and will focus on the development and/or enhancement of mental acuity, fine motor skills, creativity and art appreciation in a welcoming social environment. Classes may include creative interpretation of subjects from life, landscape and imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history and methods of conserving and displaying completed works. Socialization and interaction will be an important part of this class. Students will be taught in a progressive systematic manner. Students will provide their own materials and supplies. 24 hours laboratory; Positive Attendance.

SCE-813 – Healthy Aging for Older Adults 0 units*Prerequisite: None.*

Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and application of principles focusing on maintaining good health as they age. Course is designed to make the tasks of daily living positive. 13 hours lecture and 11 hours laboratory; Positive Attendance.

SCE-820 - Music for Active Seniors 0 units*Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults. Includes live instrumental and vocal presentations; instruction on composers, song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance.

SCE-821 - Music Therapy for Frail Seniors 0 units*Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments and vocal presentations and instruction on composers, song stories, backgrounds and musical styles from approximately 1900 forward. This course is designed for students 55 years and older who might live in assisted living environments. 30 hours laboratory; Positive Attendance.

SCE-824 - Successful Money Management 0 units*Prerequisite: None.*

This course will introduce students to the key concepts and practices of wise money management, including how to minimize taxes, maximize your investment returns and plan for your future. Students will develop a personal money management plan suitable to their individual income and financial objectives. 10 hours laboratory; Positive Attendance.

SCE-830 - Mature Driver Improvement 0 units*Prerequisite: None.*

Advisory: Students must possess a valid California Driver's License and be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate.

This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. 8 hours lecture; Positive Attendance.

SCE-833 - Health Wellness and Nutrition for Older Adults 0 units*Prerequisite: None.*

Adults 55 years and older will learn practical information about nutrition and dietary needs for older adults. Topics can include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis will be placed on nutrition and the role it plays throughout the aging process. 24 hours laboratory; Positive Attendance.

SCE-834 - Weight Management for Older Adults 0 units*Prerequisite: None.*

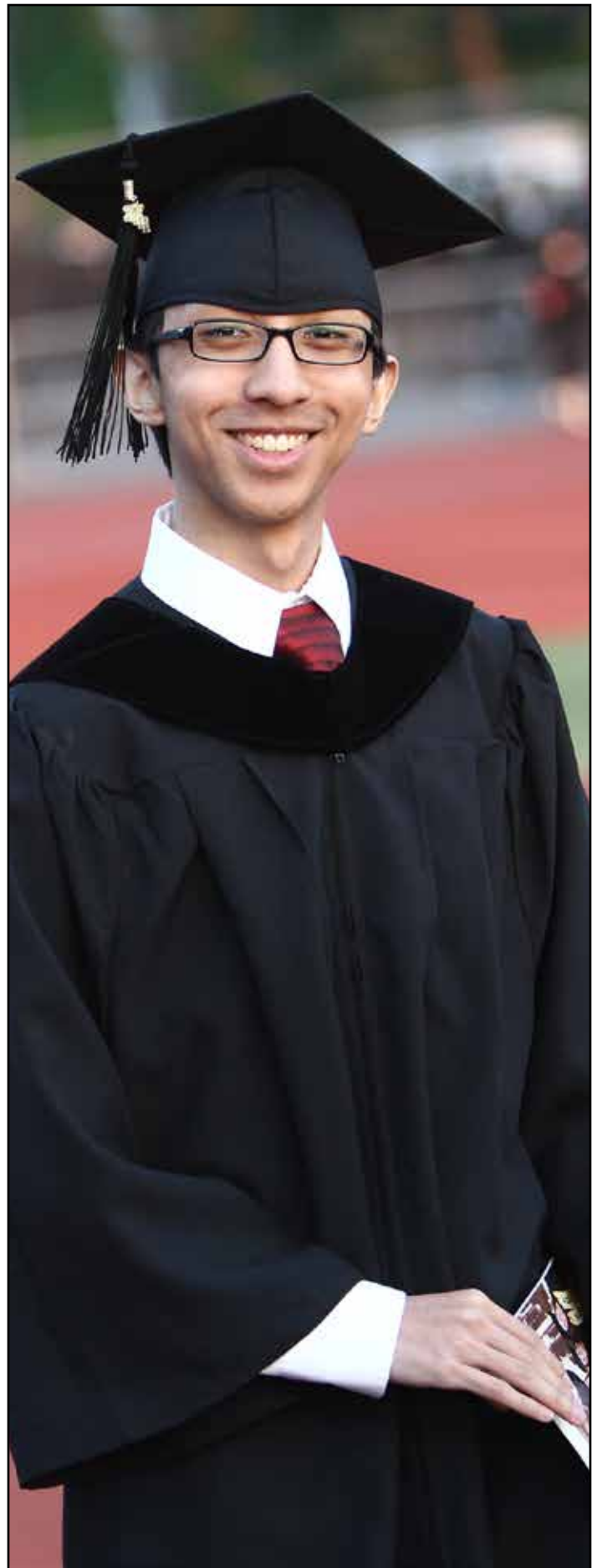
This course is designed for older adults who desire to lose between 5 and 40 pounds. Emphasis is placed on developing nutritionally sound eating habits to reduce weight by 1-2 pounds per week. The course examines a variety of issues involved with successful weight management including: exercise, stress management, strategies for restaurant dining, evaluation of fad diets, building confidence and changing habits. 36 hours lecture; Positive Attendance.

SCE-840 - Craft Design for Older Adults **0 units***Prerequisite: None.*

This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance.

SCE-842 - Needle Arts Therapy for Seniors **0 units***Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. The course will feature a wide variety of needle arts instruction to give students an opportunity to use their creative talents while retaining and continuing to develop fine motor skills memory improvement and will provide an opportunity to share backgrounds and family history through the various projects and offer in a socially interactive environment. Some of the various needle arts that might be included in various classes are: needlepoint, cross stitch, needle beading, embroidery, ribbon embroidery, Japanese bunka and other ethnic needle arts, fabric embellishment, appliqué, quilting, crochet and knitting. Students will provide their own needle art supplies. 24 hours laboratory; Positive Attendance.







Section VII
FACULTY



Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors that the faculty at RCCD can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 52nd Distinguished Faculty Lecturer is

JOSE DURAN

PROFESSOR

BUSINESS AND COMPUTER INFORMATION SYSTEMS

Born in Riverside and raised in Corona, Jose was educated locally, transferring from Chaffey College to California State University, San Bernardino (CSUSB), where he earned his bachelor's degree. Jose served in the United States Army for three years, and then returned to CSUSB to complete his MBA in 1978.

Jose's career includes 15 years in the grocery industry (Alpha Beta Markets) followed by sales and sales management capacities with Xerox and Control Data Corporation. He also served as an economic development representative in the Riverside County Business Labor Council marketing a state funded stimulus program, Employment Training Panel, and bringing industry and employment opportunities to the Inland Empire.

Jose began teaching at Riverside Community College in Moreno Valley as a part-time faculty member in 1983. In 1986, Jose began teaching full time at Riverside City College, and eventually moved to Moreno Valley College where he has been ever since.

Now after almost 26 years, Jose sees the sunset of his career on the horizon. As one of the first faculty to begin teaching at Moreno Valley College, being the District's 2012 Faculty Lecturer is an honor and privilege.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

RIVERSIDE CITY COLLEGE FACULTY

ABBATE, NICOLE **Assistant Professor,
Counseling**

B.A., California State University, Chico; M.S.W., California State University, Stanislaus. At Riverside Community College District since 2011.

ACHARYA, SUREKHA **Associate Professor,
English**

B.A., M.A., Osmania University, India; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 1991.

ALEXANDER, SHARON **Associate Professor,
Nursing**

A.S., Riverside Community College; B.S.N., M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2007.

ALJORD, HUDA **Associate Professor,
Arabic**

B.A., M.A., Damascus University. At Riverside Community College District since 2005.

ALLEN, THOMAS **Associate Professor,
English**

A.A., Los Angeles City College; B.A., California State University, Northridge; M.A., California State University, San Bernardino. At Riverside Community College District since 1986.

ALMQUIST, DAVID **Associate Professor,
Kinesiology**

A.A., Riverside Community College; B.A., California State University of Long Beach; M.A., University of La Verne. At Riverside Community College District since 1996.

ALVARADO, CECILIA **Interim Dean,
Student Services**

B.A., California State University, Fullerton; M.S., Pepperdine University. At Riverside Community College District since 2010.

AMIDON, TUCKER **Associate Professor,
English**

B.A., University of California, Irvine; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

ANDERSON, KIMBERLY **Associate Professor,
Nursing**

B.S.N., Baylor University; M.S.N. and F.N.P., University of California at Los Angeles. At Riverside Community College District since 2006.

ANDERSON, KRISTINE R. **Professor,
English**

B.A. (summa cum laude), M.A., San Diego State University; M.F.A., New England College. At Riverside Community College District 1989-95, and since 1997.

ANGUIANO, JOE W. **Associate Professor,
English**

B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 1999.

ARGUELLES, RUDOLPH **Associate Professor,
Kinesiology**

A.A., Riverside Community College; B.A., Arizona State University; M.Ed., Azusa Pacific University. At Riverside Community College District since 2005.

ASHBY, HAYLEY **Associate Professor,
Library Services
Network/Multimedia Specialist**

B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College District since 2001.

AVALOS, DAVID **Associate Professor,
Culinary Arts**

B.V.E., California State University, San Bernardino, M.A., Florida International University. At Riverside Community College District since 2004.

AVILA, PATRICIA **Associate Professor,
Counseling**

B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College District since 1997.

ESKANDARI-AZARI, CYNTHIA **President**

M.A., M.S., West Virginia University; Ed.D., Seattle University. At Riverside Community College District since 2011.

BAKER, DAVID V. **Associate Professor,
Sociology**

B.A., California State University, Northridge; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.

BAKER, SANDRA L. **Dean,
School of Nursing**

A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills; D.N.P., Case Western Reserve University. At Riverside Community College District since 1989.

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BARNES, MICHEAL E. **Associate Professor,
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BENDSHADLER, CINDY M. **Associate Professor,
English**

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- BERNIER, DANIEL** Associate Professor,
Chemistry
A.S., Long Beach City College; B.A., California State University, Long Beach; M.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College District since 2004.
- BHATIA, SHAILESH D.** Associate Professor,
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- BLAIR, SCOTT** Associate Professor,
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- BONZOMET, NIKKI P.** Associate Professor,
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- BOWEN, DOUGLAS G.** Associate Professor,
English As a Second Language
B.A., University of Nebraska, Lincoln; M.A., University of Hawaii, Manoa. At Riverside Community College District since 2001.
- BRAIMAN, LINDA** Associate Professor,
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- BRAUTIGAM, KELLY** Associate Professor,
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- BREWSTER, STEVEN** Associate Professor,
Library Services
B.A., Pomona College; M.Div., American Baptist Seminary of the West (Berkeley); M.S.L.S., University of Southern California. At Riverside Community College District since 2003.
- BROOKS, KATHRYN S.** Associate Professor,
Biology and Health Science
B.S. (with highest honors), M.A., University of California, Riverside. At Riverside Community College District since 1991.
- BROWN, AMANDA** Associate Professor,
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B.A., M.A., Utah State University. At Riverside Community College District since 2005.
- BROWN, ELLEN** Associate Professor,
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B.A., Saint Mary's College, Notre Dame, Indiana; M.A., California State University, San Bernardino. At Riverside Community College District since 2002.
- BROWN, JAMI** Associate Professor,
Sociology
B.A., M.A., California State University, Dominguez Hills; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.
- BROWN, MARSHA** Assistant Professor of
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- BROWN, SCOTT A.** Associate Professor,
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- BROWN, TIMOTHY** Professor,
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B.A., Arizona State University; M.Ed., Pan American University; M.S., California State University, Fullerton, Ed.D., Pepperdine. At Riverside Community College District since 1984.
- BURCHETT, GREGORY E.** Associate Professor,
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B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 2000.
- BURRIS, ROBERT** Assistant Professor of
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- BUSH, EDWARD** Vice President, Student Services
Associate Professor, Student Activities
B.A., University of California, Riverside; M.P.A., California State University, San Bernardino; Ph.D., Claremont Graduate University. At Riverside Community College District since 1998.
- BYUN, JOHN** Associate Professor,
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- CAMAK, SHELAGH** Executive Dean,
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- CARRERAS, SOFIA** Associate Professor,
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Applied Digital Media and Printing**

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FORLENZA, GERARD A. JR.**Associate Professor,
History**

B.A., Columbia University; M.A., Ph.D., Claremont Graduate University. At Riverside Community College District since 2001.

FRADKIN, BERNARD**Dean,
Art, Humanities, Social and Behavioral Studies, and
Technology & Learning Resources**

B.A., State University of New York, Oswego; M.A.T., University of Pittsburgh; M.L.S., San Jose State University; Ed.D., University of Pittsburgh. At Riverside Community College District since 2008.

GABRIEL, RICHARD**Instructor,
Culinary Arts**

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GALL, NANCY**Assistant Professor of
Career and Technical Education,
Photography**

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GALUSKY, PRESTON**Associate Professor,
Anatomy/Physiology**

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GARCIA, STEVEN**Associate Professor,
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GAYLOR, DOROTHY**Associate Professor,
Spanish**

B.A., M.A., San Diego State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

GIBBONS-ANDERSON, JOAN**Associate Professor,
Communication Studies**

B.S., Willamette University, Salem; M.A., California State University, Fullerton. At Riverside Community College District since 2000.

GOBATIE, CYNTHIA**Associate Professor,
Philosophy**

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GRAHAM, DOUGLAS E.**Associate Professor,
Coordinator, Student Activities**

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GREATHOUSE, LAURA**Associate Professor,
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Section VIII
DISTRICT



**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Moreno Valley College

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| Systems | 571-6125 | Dean of Public Safety Education | | Law Enforcement Programs | 571-6316 |
| Communications | 571-6325 | and Training | 571-6320 | Library | 571-6111 |
| Health, Human, and | | Dean of Student Services | 571-6137 | Mailroom | 571-6145 |
| Public Services | 571-6251 | Dental Hygiene/Assisting Program | 571-6433 | Math Lab | 571-6232 |
| Humanities and | | Dental Tech Program | 571-6440 | Matriculation | 571-6131 |
| Social Sciences | 571-6134 | Disabled Student Program | | Middle College High School | 571-6463 |
| Mathematics, Sciences and | | and Services | 571-6138 | Outreach | 571-6236 |
| Physical Education | 571-6125 | Extended Opportunity | | Physician Assistant Program | 571-6166 |
| Public Safety Education and | | Programs and Services | 571-6253 | Police Dispatch | 222-8171 |
| Training | 571-6317 | Early Childhood Education | | President's Office | 571-6161 |
| Admissions | 571-6101 | Center | 571-6214 | Puente Program | 571-6240 |
| ASRCC Student Government | 571-6105 | Emergency Medical Services | 571-6395 | Title V Office | 571-6260 |
| Assessment and Placement Testing | 571-6492 | Facilities Office | 571-6113 | Tutorial Services | 571-6167 |
| Bookstore | 571-6107 | Financial Services | 571-6139 | Web Development | 571-6380 |
| Business Services | 571-6342 | Fire Technology | 571-6197 | Workforce Preparation | 571-6154 |
| Career and Transfer Center | 571-6205 | Health Services | 571-6103 | Writing and Reading Center | 571-6128 |
| College Police | 571-6190 | Information Services | 571-6116 | | |
| Computer Lab | 571-6127 | Institutional Research and Assessment | 571-6388 | | |

Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcocollege.edu

| | | | | | |
|---|----------|--------------------------------------|----------|--|-----------------|
| Academic Departments | | College Police | 372-7088 | Student Activities | 372-7007 |
| Art, Humanities and World Languages | | 24 Hour Dispatch Center | 222-8171 | Student Employment | 372-7190 |
| | 372-7076 | College Receptionist | 372-7044 | Student Financial Services | 372-7009 |
| Business, Engineering and Information | | Counseling | 372-7101 | The Talented Tenth Program (T3p) | 372-7148 |
| Technologies | 372-7079 | Dean of Instruction | 372-7018 | Title V, Hispanic Serving | |
| Communications | 372-7067 | Dean of Student Services | 372-7081 | Institution | 739-7800 |
| Mathematics and Sciences | 372-7079 | Disability Resource Center | 372-7070 | TRiO Programs | |
| Social and Behavioral Sciences | 372-7076 | Early Childhood Education | 739-7872 | Student Support Services | 372-7149 |
| Admissions and Records | 372-7003 | Extended Opportunity | | Upward Bound | 372-7149 |
| Assessment Center | 372-7156 | Programs and Services | 372-7128 | Tutorial | 372-7143 |
| Bookstore | 372-7085 | Health Services | 372-7046 | Writing and Reading Center | 372-7000 x 4545 |
| CalWORKs | 372-7052 | Library/Learning Resources | 372-7019 | | |
| Career and Job Placement Center | 372-7147 | Outreach | 739-7856 | | |

Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

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|---------------------------------------|-------------|---|-----------------|--|--|
| Admissions and Records | 222-8600 | Disabled -Student Services | 222-8060 | Career and Technical Education | 222-8131 |
| Applied Technology | 222-8491 | Diversity and Equity Compliance | 222-8435 | Open Campus | www.opencampus.com |
| Art | 222-8395 | Early Childhood Education | 222-8068 | Outreach | 222-8574 |
| Art Gallery | 222-8358 | Extended Opportunity | | Performance Riverside | 222-8100 |
| Athletics | 222-8892 | Programs and Services | 222-8045 | Senior Citizen Education | 222-8090 |
| Bookstore | 222-8140 | Health Services | 222-8151 | Student Activities | 222-8570 |
| Business Administration | 222-8550 | Human Resources | 222-8588 | Student Financial Services | 222-8710 |
| College Police | 222-8520 | Information Systems and | | Transcript Office | 222-8603 |
| 24 Hour Dispatch Center | 222-8171 | Technology | 222-8556 | Transfer Center | 222-8446 |
| Parking Control (Citations) | 222-8520/21 | International Student Center | 222-8160 | Tutorial | 222-8168 |
| Community Education | 222-8090 | Library/Learning Resources | 222-8560 | Veterans Office | 222-8602 |
| Cosmetology | 222-8181 | Math Learning Center | 222-8000 x 4100 | Writing and Reading Center | 222-8632 |
| Counseling | 222-8440 | Nursing, School of | 222-8405 | Workforce Preparation | 222-8648 |



RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

Dr. Gregory Gray
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

Mr. Orin Williams
Associate Vice Chancellor, Facilities Planning and Development



Dr. Gregory Gray

OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori
Provost/Vice Chancellor, Educational Services

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj
Dean, Institution Reporting and Academic Services

Dr. John Tillquist
Dean, Economic Development

Mr. David Torres
Dean, Intuitional Research

OFFICE OF THE VICE CHANCELLOR, ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration and Finance

Mr. Aaron Brown
Associate Vice Chancellor, Finance

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
Committee Member
Riverside Curriculum Committee Chair

Mr. Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Mr. Greg Burchett
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Ms. Natalie Hannum
District Curriculum Chair
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

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

RCCD GOALS — 2005-2015

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the district support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-college District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

OUR RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION

The Riverside Community College District is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

Recognition for Our Heritage of Excellence: We embrace the District's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

Passion for Learning: We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

Respect for Collegiality: We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

Appreciation of Diversity: We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

Dedication to Integrity: We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

Commitment to Community Building: We believe the District is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

Commitment to Accountability: We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

RCCD FUNCTIONS

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending the colleges of Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The colleges provide courses which parallel those of the lower division of the California State University system, the University of California, and of private universities so that qualified students may transfer to four-year public or private institutions.

CAREER AND TECHNICAL EDUCATION

Goal: Occupational programs, through an advisory process, respond to the changing needs of our communities' labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At the colleges, occupational skills training provides specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students' skills demand that the colleges provide students with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The colleges provides courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The colleges provide for preassessment, advisement, and specialized programs.

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Community Education is a self-supporting entity of the college not funded by tax payer dollars. Classes and programs are not-for-credit.

Objective: Community Education offers professional and personal development classes, and recreational classes for district residents of all ages.

CUSTOMIZED TRAINING

Goal: Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

Objective: The district offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES

Goal: Recognizing the need for a comprehensive learning experience for students, the colleges provide a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The colleges provide a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which is consistent with the college's overall mission.

In addition, the colleges have developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, and similar special education services and programs, which along with a comprehensive program of student activities, athletics, fine arts, and student government, enhance the student's overall learning experience at the colleges.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alford, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. 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. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2012-2013 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched **Invest in Excellence, 100 @100**, a comprehensive effort to reach the \$100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of

excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at www.rccd.edu/foundation.

RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 222-8060.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at Moreno Valley or Norco College or to the Admissions and Records office at Riverside City College and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/pages/ferpa for more information.

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable

information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.rcc.edu.

REPEAT POLICY

Course Repetition in a Non-Repeatable Course

Title 5 Sections 55040-55046, 55253 and 56029

Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
 - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW", or "NP" has been recorded.
 - b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.

- c. A "Request for Course Repetition"* is required for any exceptions to "b" above.
2. The student's previous grade is, at least in part, the result of extenuating circumstances.
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *
3. There has been a lapse of time (at least 5 years) since the student previously took the course. (See Significant Lapse of Time section)
4. The course outline of record has been officially changed and demonstrates significant curricular changes.*
5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

- B. The following conditions apply:
 1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
 2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
 3. Students may repeat any course, which was taken at an accredited college or university and for which substandard academic performance was recorded.
 4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
 5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office at any college. Requests are approved or denied by the Dean of Instruction, or designee.

Significant Lapse of Time

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of five (5) or more years since the grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District will disregard the previous grade and credit when computing a student's grade point average.

Course Repetition in a Repeatable Course

Students may repeat courses in which a "C" or better grade was earned.

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four (4) times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Examples of activity courses include physical education, music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three times.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

After a student has attempted a course four (4) times and in instances where a student is permitted to repeat a course any number of times, the student will be required to register for the course, in person, at the Admissions and Records office of any campus.

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/human resources, or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: discapacidad, sexo/género, nacionalidad, raza, origen étnico, edad (40+), religión, orientación sexual, estado civil, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o una característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o real discapacidad, sexo/género, nacionalidad, raza, origen étnico, religión, orientación sexual, edad, o alguna característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process

de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.

is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

or with the:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if

- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita..
- En situaciones en que la queja confirma discriminación en el empleo, la queja deberá ser presentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días..
- Usted puede presentar una queja con el:

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

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 periodo de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una

apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Director
Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street
Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

State Chancellor's Office
California Community Colleges (CCCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu



DISTRICT ACADEMIC ADMINISTRATION**BAJAJ, PANKAJ****Dean,****Institutional Reporting and Academic Services**

B.E, MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BRADY, GLEN**Director, Distance Education**

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

BUYSSE, JAMES**Vice Chancellor,
Administration and Finance**

BA., M.A.S., Ph.D., University of Illinois. At Riverside Community College District since 1992.

GRAY, GREGORY W.**Chancellor**

B.S., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh; Ed.D., Pennsylvania State University. At Riverside Community College District since 2009.

KANE, MELISSA**Vice Chancellor,
Diversity and Human Resources**

B.A., University of Missouri; M.A.A., University of Memphis. At Riverside Community College District since 2005.

KEELER, RICHARD**Director,
Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

MAGHROORI, RAY**Vice Chancellor/Provost,
Educational Services**

B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

THOMAS, SYLVIA A.**Associate Vice Chancellor,
Educational Services
Associate Professor, Reading**

B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College District since 1988.

TILLQUIST, JOHN**Dean,
Economic Development**

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

TORRES, DAVID**Dean,
Institutional Research**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.



FACULTY EMERITI

Michael Amrich, Professor Emeritus, Chemistry
 Lorraine Anderson, Dean Emerita
 Sally Armstrong, Professor Emerita, Art
 Hilda Attride, Professor Emerita, English
 Jo Ann Bailey, Professor Emerita, Library Services
 Theodore Banks, Professor Emeritus, Physical Education
 James Baylor, Professor Emeritus, Business Administration
 Doug Beckstrom, Professor Emeritus, Dental Technology
 Henry Z. Benedict, Professor Emeritus, Counseling
 Joe Bennett, Professor Emeritus, Automotive Technology
 Richard Bevan, Professor Emeritus, Dental Technology
 John S. Biehl, Professor Emeritus, Biology and Health Services
 Elizabeth Bigbee, Dean Emerita, Learning Resources
 Janis Binam, Professor Emerita, Anthropology
 Donald Birren, Professor Emeritus, Physical Education
 Douglas Bond, Professor Emeritus, Chemistry
 Friedrich Brose, Professor Emeritus, Library Services
 C. Kenneth Brown, Professor Emeritus, Instructional Media
 William Brown, Professor Emeritus, Physical Education
 and Counseling
 Vern Browne, Professor Emeritus, Computer Information Systems
 Patricia Bufalino, Dean Emerita
 Daria Burnett, Dean Emerita
 Ronald Burton, Professor Emeritus, English
 Michael Chaks, Professor Emeritus, Accounting
 Dean Chambers, Professor Emeritus, Business Administration
 Linda Chang, Professor Emerita, Library Services
 JoAnn Chasteen, Professor Emerita, Nursing
 Achinta Chatterjee, Professor Emeritus, English
 Mike Churchill, Professor Emeritus, Physical Education
 Eileen Colapinto, Professor Emerita, Counseling
 George Conrad, Professor Emeritus, Machine Shop Technology
 Frank Corona, Professor Emeritus, Spanish
 Lois O. Cresgy, Professor Emerita, Physical Education
 Arthur Dassow, Professor Emeritus, Counseling
 Foster Davidoff, Superintendent/President, Emeritus
 Brenda Davis, President Emerita
 Betty Day, Professor Emerita, English
 Philip Denham, Professor Emeritus, English/Mathematics
 Jo Dierdorff, Professor Emerita, Dance
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology
 Robert Dixon, Professor Emeritus, Astronomy
 JoEllen Dooley, Professor Emerita, Library Services
 Roger Duffer, Professor Emeritus, Music
 John Elliott, Professor Emeritus, Physics
 Stanley Everett, Professor Emeritus, Administration of Justice
 Al Fages, Professor Emeritus, Physical Education
 Kathryn Farris, Professor Emerita, Physical Education
 Brenda Farrington, Professor Emerita, Counseling
 Mary Flyr, Professor Emerita, Early Childhood Education
 Annette Gaines, Professor Emerita, Nursing
 Robert L. Garvin, Professor Emeritus, Automotive Technology
 John Georgakakos, Professor Emeritus, Chemistry
 Sharon Gillins, Professor Emerita, Film, Television & Video
 Garnett Lee Gladden, Professor Emeritus, Psychology
 Grace Goodrich, Professor Emerita, Accounting/Business/CIS
 Pauline Goss, Professor Emerita, Nursing
 Cecil Green, Professor Emeritus, Business Administration
 Helen Hadden, Professor Emerita, Business
 Michael Hain, Professor Emeritus, Biology
 Allen E. Hansen, Professor Emeritus, Mathematics

Kenneth Harper, Professor Emeritus, Anthropology
 Judy Haugh, Professor Emerita, Counseling
 Wihelmina Hathaway, Professor Emerita, Chemistry
 Raphael C. Hawley, Professor Emeritus, Physics and Astronomy
 Lauris Hazlett, Professor Emeritus, Mathematics
 Carol Hensel, Professor Emerita, Home Economics
 Paul (Chip) Herzig, Professor Emeritus, Computer Information Systems
 Alta Hester, Professor Emerita, Counseling
 James Hill, Professor Emeritus, History
 Jimmie Hill, Professor Emeritus, Counseling
 Patricia Hora, Professor Emerita, Nursing
 Sam Huang, Professor Emeritus, Biology and Health Science
 Charles Inacker, Dean Emeritus, Instruction
 Susan Ingham, Professor Emerita, English
 Bruce Jackson, Professor Emeritus, Counseling
 Charles Jackson, Professor Emeritus, Anthropology and Sociology
 Henry Jackson, Professor Emeritus, Welding
 Charlene Jeter, Professor Emerita, Counseling
 George Jiang, Professor Emeritus, English & Speech
 Gilbert Jimenez, Professor Emeritus, History
 Cecil Johnson, Professor Emeritus, Biology
 Hilda (Bixler) Johnson, Professor Emerita, Nursing
 Tom Mark Johnson, Director Emeritus, Athletics
 Kristina Kauffman, Associate Vice Chancellor Emerita
 Allan Kirkpatrick, Professor Emeritus, Sociology and Psychology
 Theodore Knipe, Professor Emeritus, Psychology
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
 Janice Kollitz, Professor Emerita, English
 Lee Kraus, Professor Emeritus, English
 Kenneth Krivanek, Professor Emeritus, German and English
 Robert S. Kroger, Professor Emeritus, Physics
 Carolyn Sue Kross, Professor Emerita, Nursing Education
 James Kross, Professor Emeritus, Physical Education
 Wilma LaCava, Professor Emerita, Nursing
 Taiko Lacey, Professor Emerita, Office Administration
 Mary Lange, Professor Emerita, Nursing
 Louis Larson, Professor Emeritus, Geography
 Susan Lawrence, Professor Emerita, Counseling
 Jim Leatherwood, Dean Emeritus, Occupational Education
 Edward Ledford, Professor Emeritus, English
 Eva Leech, Professor Emerita, Nursing
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
 John Locker, Professor Emeritus, Criminal Justice
 George Londos, Professor Emeritus, Biology
 Ann Marie Lyons, Professor Emerita, Mathematics
 Anita Maradiaga, Professor Emerita, Nursing
 Barbara Mariscal, Professor Emerita, Cosmetology
 Cynthia Marquez, Professor Emerita, Philosophy and Religion
 Jean Marsh, Professor Emerita, Cosmetology
 W. Paul Matthews, Professor Emeritus, Engineering
 John M. Matulich, Deputy Superintendent and Vice President Emeritus,
 Administrative Services
 Doris Mawn, Professor Emerita, Medical Assisting
 Paula McCroskey, Dean Emerita
 Doris McElroy, Professor Emerita, Nursing
 Leighton McLaughlin, Professor Emeritus, Journalism
 Ron McPherson, Professor Emeritus, Computer Information Systems
 Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services
 Michael Meyer, Professor Emeritus, English
 Delores Middleton, Professor Emerita, Physician Assistant
 Joseph B. Miller, Professor Emeritus, Health Science
 V. Eva Molnar, Professor Emerita, Business Administration
 Michael Montano, Professor Emeritus, Mathematics
 David Moody, Professor Emeritus, Mathematics



Gloria Jean Morgan, Professor Emerita, Cosmetology
 James Morrison, Professor Emeritus, Biology
 Donald Myers, Professor Emeritus, Biology
 Harold Nemer, Professor Emeritus, Mathematics/Astronomy
 Lorraine Ogata, Professor Emerita, Reading
 Louis N. Papac, Professor Emeritus, Cosmetology
 May R. Paquette, Professor Emerita, Office Administration
 Al Parker, Professor Emeritus, History and Political Science
 John Partida, Professor Emeritus, Cosmetology
 Pamela Patey, Professor Emerita, Office Administration
 Patricia Peters, Professor Emerita, Physical Education
 Louise Peterson, Professor Emerita, Home Economics
 Gail Piestrup, Professor Emerita, English
 Joan Pleasants, Professor Emerita, Chemistry
 Richard Ramirez, Vice President Emeritus, Student Services
 Natalie Ringlund, Professor Emerita, Physical Education
 Cheryl Roberts, Professor Emerita, Early Childhood Studies
 Nancy Rose, Professor Emerita, Library Science
 John Ross, Professor Emeritus, Music
 Salvatore Rotella, Chancellor Emeritus
 Phyllis Rowe, Professor Emerita, Nursing
 Joan Royce, Professor Emerita, Psychology
 Mary Ryder, Professor Emerita, Counseling
 Fernando Salcedo, Professor Emeritus, Spanish
 Carol Salgado, Professor Emerita, Early Childhood Studies
 June Saunders, Professor Emerita, Nursing
 Darrell Sausser, Professor Emeritus, Music
 Janice Schall, Professor Emerita, Sociology
 Robert Schermerhorn, Professor Emeritus,
 Physical Education and Athletics
 Richard Schneider, Professor Emeritus, Psychology
 Joan Semonella, Professor Emerita, Speech Communication
 Kenneth Shabell, Professor Emeritus, Mathematics
 Selby Sharp, Professor Emeritus, Chemistry, Engineering and
 Mathematics
 Terrance Shaw, Professor Emeritus, Anatomy and Physiology
 Roger Sliva, Professor Emeritus, Automotive Body Technology
 Karin Skiba, Professor Emerita, Art

Katie Smith, Professor Emerita, Reading
 Robert Southwick, Professor Emeritus, Geology
 Dina Stallings, Professor Emerita, English and Speech
 Dorothy Steck, Professor Emerita, Nursing
 Linda Stonebreaker, Professor Emerita, Reading
 Letha Strain, Professor Emerita, Office Administration
 August (Bud) Tedesco, Professor Emeritus, Film, Television & Video
 Margaret Thompson, Professor Emerita, Home Economics
 John Thornton, Professor Emeritus, Reading
 Irmy Tilton, Director Emerita, Cosmetology
 Patrick Titus, Professor Emeritus, Counseling
 Melchior Tomaselli, Professor Emeritus, Cosmetology Department
 Tony Turner, Professor Emeritus, Physical Education
 Richard K. Tworek, President Emeritus
 Evan Vail, Provost Emeritus
 Donald Van Dyke, Professor Emeritus, Biology/Botany
 Barney W. Van Noy, Professor Emeritus, Dental Technology
 Joseph von Helf, Professor Emeritus, Anthropology
 Edward (Todd) Wales, Professor Emeritus, Drafting
 Charles Walker, Professor Emeritus, English/Speech Communication
 Dorothy (Chari) Wallace, Professor Emerita, Business Administration
 Roger Warren, Professor Emeritus, Cosmetology
 LeRoy Watters, Professor Emeritus, Psychology
 David Waxman, Professor Emeritus, Physical Education
 Diana Webster, Professor Emerita, Business Administration
 Auston White, Professor Emeritus, Administration of Justice
 Gerald Williams, Professor Emeritus, Electronics
 Bruce Wilson, Professor Emeritus, Physical Education
 Pearl Wolfson, Professor Emerita, College Nurse
 Cecilia Wong, Executive Dean Emerita, Technology/Learning
 Resources
 Geraldine Woods, Professor Emerita, Anthropology
 Gordon R. Woolley, Jr., Assistant Superintendent Emeritus and
 Business Manager
 Cornelia Wylldestar, Professor Emerita, Reading
 Ron Yoshino, Professor Emeritus, History
 John Young, Professor Emeritus, Economics



Section IX
INDEX

INDEX

| | |
|--|--------------------|
| A | |
| Academic Appeals by Students | 12 |
| Academic Calendar | vi |
| Academic Freedom | 2 |
| Academic Honesty | 12 |
| Academic Renewal | 12 |
| Academic Success Guide | 31 |
| Accounting | |
| Courses | 103 |
| Curricular Pattern | 73 |
| Accreditation | 3 |
| Add Procedures | 4 |
| Additional Degree Requirements | 40 |
| Administration | v, 261 |
| Administration and Information Systems Degree | 35 |
| Administration of Justice | |
| Courses | 104 |
| Curricular Pattern | 66 |
| Admission and Registration of Students | 3 |
| Advanced Placement | 42 |
| Advisory | 5, 103 |
| Air Conditioning and Refrigeration | |
| Courses | 106 |
| Curricular Pattern | 67 |
| Alumni House | 264 |
| American Sign Language | |
| Courses | 107 |
| Curricular Pattern | 98 |
| American Studies | 35 |
| Anatomy and Physiology | |
| Course | 108 |
| Anthropology | |
| Courses | 109 |
| Appeals, Academic | 12 |
| Application for Admission | 3 |
| Applied Digital Media and Printing | |
| Courses | 109 |
| Curricular Pattern | 67 |
| Arabic | |
| Courses | 111 |
| Areas of Emphasis | 35 |
| Art | |
| Courses | 112 |
| Curricular Pattern | 69 |
| Arts, The | |
| Art, Dance, Film, Music, Theater | 12 |
| Assessment | 5 |
| Associate Degree in Arts | 35 |
| Associate Degrees for Transfer | 50 |
| Associate Degree in Science | 38, 60 |
| Associate Degree, Graduation Requirements | 34 |
| Associate Degree, Philosophy for | 34 |
| Astronomy | |
| Courses | 116 |
| Athletics | 13 |
| Attend, Who May | 3 |
| Attendance | 4 |
| Auditing Classes | 42 |
| Automotive Body Technology | |
| Courses | 116 |
| Automotive Technology | |
| Courses | 118 |
| Curricular Pattern | 70 |
| B | |
| Banking and Finance | |
| Courses | 123 |
| Curricular Pattern | 72 |
| Basic Skills Competency Requirement | 39 |
| Biology | |
| Courses | 123 |
| Black Studies | 125 |
| Board of Trustees | inside front cover |
| Bookstore | 13 |
| Books, Equipment and Supplies | 8 |
| Business Administration | |
| Courses | 125 |
| Curricular Pattern | 72 |
| C | |
| Calendar | vi |
| California State University (CSU) Admission Requirements | 49 |
| CalWORKS Program | 29 |
| Career and Technical Education Programs | 38, 60 |
| Career Center | 13 |
| Catalog Rights | 41 |
| Certificate Programs | 40, 60, 66 |
| Change of Information | 263 |
| Chemistry | |
| Courses | 128 |
| Chicano Studies | 129 |
| Chinese | |
| Courses | 129 |
| Clubs and Organizations | 20 |
| College Connection | 30 |
| College Hour | 21 |
| College Level Examination Program (CLEP) | 44 |
| College Transfer Requirements | 47 |
| Communications, Media, and Languages Degree | 36 |
| Communications Studies | |
| Associate in Arts for Transfer | 50 |
| Courses | 130 |
| Community Education | 242 |
| Community for Academic Progress (CAP) | 14 |
| Community Interpretation | |
| Courses | 131 |
| Completion Counts | 30 |
| Computer Applications and Office Technology | |
| Courses | 132 |
| Curricular Patterns | 77 |
| Computer Information Systems | |
| Courses | 136 |
| Curricular Patterns | 79 |
| Computer Science | |
| Courses | 142 |
| Concurrent Enrollment | 3 |
| Conduct, Standards | 23 |
| Cooperative Agencies Resources for Education (CARE) | 15 |
| Corequisites | 4, 6, 12, 103 |
| Cosmetology | |
| Courses | 144, 242 |
| Curricular Pattern | 83 |
| Counseling Center | 6, 14 |
| Course Descriptions | 101 |
| Course Identification Numbering Systems (C-ID) | 50, 102 |
| Course Repetition | 265 |
| Credit by Examination | 44 |
| Culinary Arts | |
| Courses | 146 |
| Curricular Pattern | 85 |
| Curricular Patterns | 57 |
| D | |
| Dance (academic) | |
| Courses | 148 |
| Dance (The Arts) | 13 |
| Dean's List | 41 |
| Disabled Student Services | 14, 264 |

| | | | |
|---|----------|--|----------|
| Discipline | 15 | Courses | 172 |
| Discrimination Policy | 267 | German | |
| Dismissal | 22 | Courses | 173 |
| Drop Procedures | 4 | Greek | |
| | | Courses | 174 |
| E | | Goals, Institutional | 2, 262 |
| Early and Middle College Programs | 15 | Government, Student | 21 |
| Early Childhood Education | | Grade Point Requirement | 35 |
| Associate in Science Degree for Transfer | 51 | Grading System | 41 |
| Courses | 152 | Graduation, Petition for | 40 |
| Curricular Pattern | 85 | Graphics Technology (see Applied Digital Media and Printing) | |
| Economics | | Grievance Procedure | 25 |
| Courses | 156 | Guidance | |
| Education | | Courses | 174, 243 |
| Courses | 157 | | |
| Education Paraprofessional | | H | |
| Curricular Pattern | 88 | Harassment and Retaliation Policy | 267 |
| Educational Plan, Student | 5 | Health Fee | 7 |
| Electronics | | Health Requirements | 5 |
| Courses | 158 | Health Science | |
| Engineering | | Courses | 175 |
| Courses | 158 | Health and Psychological Services | 19 |
| English | | Healthcare Technician | |
| Courses | 159, 243 | Courses | 175 |
| English as a Second Language | 164, 243 | High School Articulated Courses | 58 |
| Enrollment, Limitations on | 4, 102 | High School Students | 3 |
| Enrollment, Open | 3 | History | |
| Evaluation of Credit | 5 | Courses | 176 |
| Expenses (see Fees) | | History and Development of the District | 263 |
| Extended Opportunity Program and Services (EOPS) | 15 | Holds | 8 |
| Extenuating Circumstances Petition | 41 | Home College | 3 |
| | | Honors at Graduation, Scholastic | 41 |
| F | | Honors Program | 19 |
| Faculty | 247 | Human Services | |
| Riverside City College | 249 | Courses | 178 |
| Faculty, Emeriti | 273 | Curricular Pattern | 90 |
| Family Educational Rights and Privacy Act (FERPA) | 265 | Humanities | |
| Fees | 7 | Courses | 179 |
| Film Studies | | Humanities, Philosophy, and Arts Degree | 37 |
| Courses | 166 | | |
| Film, Television and Video | | I | |
| Courses | 168 | Independent Living Program | 30 |
| Curricular Pattern | 88 | Information Center | 20 |
| Final Examinations, Final Grades | 42 | Interdisciplinary Studies | |
| Financial Services, Student | 15 | Courses | 182, 243 |
| Federal Aid (FAFSA) | 15 | International Education (Study Abroad Program) | 20 |
| Student Employment | 17 | International Students | 8, 20 |
| State Aid | 16 | Intersegmental General Education Transfer Curriculum (IGETC) | 49, 54 |
| Student Financial Services Counseling | 18 | Italian | |
| Student Loans | 17 | Courses | 182 |
| Scholarships | 18 | | |
| Fine and Applied Arts Degree | 36 | J | |
| Food Services | 19 | Japanese | 182 |
| Foreign Students (see International Student Center) | | Job Placement Services | 20 |
| Foster / Kinship Care Education Program | 30 | Journalism | |
| Foundation | 263 | Courses | 183 |
| French | | Justice Studies | |
| Courses | 171 | Courses | 184 |
| Full-time Status | 4 | | |
| Functions | 262 | K | |
| | | Kinesiology | |
| G | | Courses | 184 |
| Gateway to College Early College High School | 30 | Curricular Pattern | 90 |
| General Business (see Business Administration) | | Kinesiology, Health and Wellness Degree | 37 |
| General Education Requirements for Transfer | 53, 54 | Korean | |
| General Education Requirements | 39 | Courses | 197 |
| General Education Student Learning Outcomes | 34 | | |
| Geography | | L | |
| Courses | 171 | Latin | |
| Geology | | | |

| | | | |
|---|-------|--|-------------------|
| Courses | 198 | Courses | 229 |
| Learning Skills Courses (see Reading) | | Physics | |
| Library (academic courses) | 198 | Courses | 230 |
| Library/Learning Resource Center | 7, 20 | Physiology and Anatomy (see Anatomy and Physiology) | |
| M | | Police Science (see Administration of Justice or Justice Studies) | |
| Management (also see Business Administration) | | Political Science | |
| Courses | 198 | Courses | 231 |
| Manual Communications (see American Sign Language) | | Portuguese | |
| Map of Campus | iv | Courses | 232 |
| Marketing (also see Business Administration) | | Prerequisites | 4, 6, 12, 102 |
| Courses | 199 | Printing (see Graphics Technology) | |
| Math and Science Degree | 39 | Privacy Act | 265 |
| Mathematics | | Private and Out-of-State Colleges and Universities | 50 |
| Courses | 200 | Probation and Dismissal | 22 |
| Matriculation | 5 | Program Length | 3 |
| Medical Assisting | | Psychology | |
| Courses | 203 | Courses | 233 |
| Memberships, District | 263 | Public Affairs (see Strategic Communications and Relations) | |
| Microbiology | | Publications, College | inside back cover |
| Courses | 204 | R | |
| Military Credit | 46 | Reading | |
| Military Personnel/Family Members | 8 | Courses | 233, 243 |
| Military Science | | Real Estate (also see Business Administration) | 234 |
| Courses | 204 | Refunds | 8 |
| Mission Statement | | Registration | 3 |
| College | 2 | Remedial Limitations | 4 |
| District | 262 | Repeat Policy | 265 |
| Music (The Arts) | 13 | Repetition, Course | 102 |
| Music | | Requirements for College Transfer | 47 |
| Courses | 205 | Residence Requirement for Degree | 34 |
| Curricular Pattern | 92 | Residency Requirements | 7 |
| Musical Performance | 207 | Retail Management (WAFC) Curricular Pattern | 98 |
| N | | Rights and Responsibilities, Student | 6 |
| Native American Studies | 214 | Russian | |
| Non-Credit Courses | 241 | Courses | 235 |
| Non-Degree Credit | 102 | S | |
| Non-Discrimination and Prohibition of Harassment and | | Scholarship, Standards of | 22 |
| Retaliation | 267 | Scholarships, Student | 18 |
| Non-Resident Tuition and Fees | 7 | Second Degrees | 41 |
| Nursing Education | | Senior Citizen Education | 243 |
| Courses | 214 | Sign Language Interpreting (see also American Sign Language) | |
| Curricular Patterns | 94 | Curricular Pattern | 98 |
| O | | Skills Classes | 30 |
| Occupational Programs (see Career and Technical Education) | | Smoking Policy | 21 |
| Oceanography | 225 | Social and Behavioral Studies Degree | 38 |
| Office Administration (see Computer Applications and Office Technology) | | Social Events | 20 |
| Open Campus | 264 | Sociology | |
| Organizations and Clubs | 20 | Associate in Arts for Transfer | 51 |
| Orientation | 6 | Courses | 235 |
| P | | Spanish | |
| Paralegal | | Courses | 236 |
| Courses | 225 | Special Supportive Services | 264 |
| Curricular Pattern | 97 | Specialized Training | 60 |
| Parking | 7 | Speech Communication (see Communications Studies) | |
| Pass/No Pass | 42 | Standards of Conduct | 22, 41 |
| Petition for Graduation | 40 | Stenographer Courses (see Computer Applications and Office Technology) | |
| Philosophy | | Strategic Communications and Relations | 263 |
| Courses | 227 | Student Educational Plan | 5 |
| Phone Listing | 260 | Student Employment Services | 22 |
| Photography | | Student Financial Services | 15 |
| Courses | 228 | Student Government | 21 |
| Curricular Pattern | 97 | Student Activities Office | 21 |
| Physical Education (see Kinesiology) | | Study Abroad Program (see International Education) | 20 |
| Physical Science | | Supervision (see Management) | |

**T**

| | |
|---|-----|
| Table of Contents | i |
| Teacher Preparation and Education Programs | 27 |
| Telecommunications (see Film, Television and Video) | |
| Theater Arts | |
| Courses | 238 |
| Associate in Arts for Transfer | 52 |
| Title V Pathways to Excellence | 31 |
| Transcripts | 8 |
| Transfer Programs | 50 |
| Transfer Requirements | 47 |
| Tutorial Services | 28 |

U

| | |
|--|----|
| University of California (UC) Admission Requirements | 49 |
|--|----|

V

| | |
|--|-----|
| Veterans Assistance | 29 |
| Veterans Fees – Personnel/Family | 8 |
| Veterans Military Credit | 46 |
| Vision and Values | |
| College | 2 |
| District | 262 |

W

| | |
|--|---------|
| Welding Technology | |
| Courses | 241 |
| Curricular Pattern | 99 |
| Withdraw Procedures | 4 |
| Work Experience | 58, 242 |
| Workforce Preparation Department | 29 |
| Workshop Courses | 58 |

Z

| | |
|-----------------------|--|
| Zoology (see Biology) | |
|-----------------------|--|

RIVERSIDE COMMUNITY COLLEGE DISTRICT
1533 Spruce Street
Riverside, CA 92507
(951) 222-8000



The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College District
Name of School

1533 Spruce Street, Riverside, CA 92507
Address

June 2012
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Ray Maghroori
.....
Provost/Vice Chancellor of Educational Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

College Catalog June
Fall Semester Schedule July
Winter Intersession Schedule November
Spring Semester Schedule December
Summer Semester Schedule April
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, 2012-2013



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[Agenda Item](#)

Agenda Item (IX-B-4)

Meeting 6/19/2012 - Regular

Agenda Item Administrative Reports (IX-B-4)

Subject Letter of Intent - Norco Trading Post

College/District Norco

Information Only

Background Narrative:

Presented for the Board's information is a letter of intent between A-10 Advisors and Riverside Community College District to outline general terms and conditions for operating a week-end market on the Norco College campus to be called Norco Trading Post. The complete Proposed Facilities Use Agreement will be brought to the Board for full consideration and execution.

Prepared By: Debbie DiThomas, Interim President, Norco College

Attachments:

[Letter of Intent - Norco Trading Post](#)

Dr. Debbie Di Thomas

President

NORCO College

2001 Third St. Norco, CA 92860

Re: LETTER OF INTENT

Dear Dr. Di Thomas:

The purpose of this letter (the "Letter") is to set forth the mutual understanding concerning a potential facilities use by the corporation named A-10 Advisors, doing business as Norco Trading Post ("User"), of among other things a portion of the parking lot (the "Premises"), on the terms and conditions specified below (the "Proposed Facilities Use Agreement"), located on the Norco College campus of the Riverside Community College District (the "College").

In this Letter, College and User are occasionally referred to, individually, as the "Party" and, jointly or collectively, as the "Parties".

The Parties wish to negotiate and execute an appropriate agreement in order to undertake the Proposed Facilities Use Agreement, containing the terms and conditions under which the Proposed Facilities Use Agreement may be carried out. Said Proposed Facilities Use Agreement would be executed in writing and would be legally binding upon the Parties.

The Proposed Facilities Use Agreement shall be prepared and negotiated in accordance with the terms and conditions set forth herein below:

1. Main Terms and Conditions of the Proposed Facilities Use Agreement.

a) Parties or Party: The Parties or Party to the Proposed Facilities Use Agreement will be the College and User.

b) Purpose: The use of identified Premises for a Market at the College.

c) Scope of the Proposed Facilities Use Agreement: The right to use the designated Premises every Saturday and Sunday of every weekend of the year for five (5) years with two (2) options to extend for five (5) years each, provided certain agreed upon financial goals are satisfied. Priority of use for the designated areas shall be given to the College for special events, classes or other educational uses. Both Parties will work together to insure there will be no detrimental impact on either Party.

d) Form of use: User will use the Premises to operate a market to be called Norco Trading Post (the "Market"). User will rent spaces within the Market to vendors for general sales. User will also charge the general public an admission fee for entrance to the Market. Finally, User will

exclusively conduct the sale of food and beverages for the general public within the Premises, provided that User will allow college clubs or student fundraisers to sell food and beverages for student or College fundraisers from time to time on the Premises.

e) Term of Proposed Facilities Use Agreement: The Proposed Facilities Use Agreement will start on October 6th, 2012 and will last for five (5) years with two (2) five (5) year options, provided certain financial goals are satisfied. The first year of the Proposed Facilities Use Agreement would start from October 6, 2012 through June 30, 2013; subsequent years would be from July 1, through June 30.

f) Consideration: As consideration for the use of the Premises, User will share with the College the gross revenue generated by space fees, admissions fees, food and beverage sales and any other forms of revenues generated by user in the amounts described below:

Year 1: 10% of all revenues including space and admission fees and 0% of food and beverage sales.

Year 2: 10% of space and admission fees and 10% of food and beverage sales. Once space sales reach 75% of capacity as shown on Exhibit "A" and an additional 5% of all revenues and food sales will be added.

Year 3: 15% of space and admission fees and 10% of food and beverage sales. Once space sales reach 90%, and an additional 5% of all revenues and food sales will be added not to exceed 15% for food.

Year 4: 20% of space and admission fees and 10% of food and beverage sales. Once space sales reach 100%, and additional 5% of all revenues and food sales will be added not to exceed 25% for space and admissions and 15% for food.

Year 5 and any year thereafter: 25% of space and admission fees and 15% of food and beverage sales.

g) Option to renew / Termination of agreement: If the revenue expectations of User are met, User shall have two (2) option to renew the Proposed Facilities Use Agreement for an additional five (5) years under the same terms and conditions herein with consideration being equal to the percentages used in year 5 of this proposal, subject to any amendments mutually agreed to by the Parties. Termination except as otherwise specifically noted herein, either Party may terminate the Proposed Facilities Use Agreement upon 90 days' notice in writing to the other Party, if the other Party is in default and fails to cure such default after 30 days written notice of such default. However the Parties agree that in the event of such termination they will work together to insure that the transition away from the Proposed Facilities Use Agreement does not have a detrimental impact on either Party.

h) Description of the Premises: The Premises to be used by User shall include a portion of the parking lot as shown on Exhibit "B" attached hereto but shall only be used on the weekends and any other mutually agreed to holidays that the campus is closed. The Premises shall also include: (i) an agreed upon on-campus storage space for User's use for the term of the Proposed Facilities Use Agreement. The College shall provide User with a desk and appropriate space as determined by the College, in its sole discretion, for User to interview and hire students on campus and to allow User to meet with prospective sellers for the Market, at no cost to User.

i) Infrastructure services, Employment and utilities: User will provide at its cost the infrastructure necessary for the operation of the Market as provided below. Priority consideration for employment will be given to Norco College Students. Priority consideration for space at the Norco Trading Post shall be given to local vendors when available.

User will set up portable restrooms for the general public. However, College shall allow User's customers to also use certain existing restrooms near the User's location on the Norco College campus, provided that the User's staff will be responsible for keeping the restrooms clean.

User will provide the necessary staff and will work with College's Security during the Market's operation hours. User will clean the Premises after the Market closes. In the event Law Enforcement officers are needed, College's Police will be used and will be paid on a prorated basis any time they are used. College shall designate one sworn police officer from the College's staff to work with User during the operation of the Market. User shall pay for one half of that sworn police officers hourly rate.

User will be allowed to access electric power from College's electric power grid.

j) Permits and licenses: User will be responsible for obtaining from the appropriate authorities all permits and licenses required for the operation of the Market with College's cooperation. The Proposed Facilities Use Agreement will be conditional on obtaining such permits and licenses. User will also insure compliance with all State, Federal and local taxes.

k) Marketing: The marketing, publicity and advertising of the Market will be User's sole responsibility. However, the College shall reasonably cooperate with User in the advertising of the Market within the Premises and in its communications with its students. If the College reasonably disapproves of any marketing material used by User, User shall make any reasonable changes requested by the College.

Indemnification/Hold Harmless: The Parties mutually agree to defend, indemnify and hold harmless each other, their Trustees, officers, volunteers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, out of, or in connection with, their performance of the Proposed Facilities Use Agreement for the active negligence and willful acts or omissions of their Trustees, officers, volunteers, agents and employees.

User shall be responsible for the damage caused by the negligence of its officers, employees, volunteers and agents occurring in the performance of the Proposed Facilities Use Agreement.

NONDISCRIMINATION: User shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. User understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

It is the intention of College and User to agree that the provisions of this paragraph be interpreted to impose on each Party responsibility for the negligence of their respective officers, employees, volunteers and agents.

Insurance Requirements: User shall have the following insurance: General Liability Insurance in the amount of \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate by an insurance carrier with an A.M. Best rating of “A” or better and workers’ compensation insurance in accordance with the laws of the State of California. User shall provide College with a certificate of insurance with an endorsement naming “The Riverside Community College District, including Norco College” as an additional insured. If at any time during the term of the Proposed Facilities Use Agreement User’s insurance policy is cancelled or changed to another carrier, User shall notify College within 30 days of cancellation or change and provide College with a new certificate of insurance, with the above-requested endorsements.

This Letter is neither contractual in nature nor an offer, but is intended only to outline the general terms and conditions under which User and the College would consider negotiating for the use of the Premises. This Letter shall not be a binding agreement until such time as a final written Proposed Facilities Use Agreement between the Parties is fully executed and delivered, provided that this Letter does create an exclusive right to negotiate for a period of 90 days from the date of this Letter.

Should the foregoing meet the approval of Landlord, please execute and return the original of this Letter to our attention at the address set forth above. A copy of this Letter is enclosed for your files. Please give us your response by June 11, 2012.

Sincerely,

A-10 Advisors,

a California corporation,

doing business as Norco Trading Post

By: _____

It's: _____

The foregoing is accepted and approved by:

Riverside Community College District,

A political subdivision of the State of California

By: _____

It's: _____

Date: _____

By: _____

It's: _____

Date: _____

C: Jim Miyashiro, RCCD Chief of Police



Agenda Item (XII-A)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Business From Board Members (XII-A) |
| Subject | Board of Trustees Annual Self Evaluation: Reporting Out |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees review and accept the objectives for the next 12-month Board Self Evaluation period, as a means of reporting out from the 2011-12 Board Self Evaluation process. |

Background Narrative:

At the May 15, 2012 board meeting and at a special board meeting held May 29, 2012, the Board of Trustees conducted their annual self-evaluation. Prior to the meetings, each Board member was provided with an evaluation packet that included BP 2745-Board Self Evaluation, a self-assessment tool, a compilation of Board presentations, and a summary of Board activities for the previous 12 months. Additionally, a summary and reporting of 2011 outcomes were included in the packet along with an overview of progress on the goals set for 2011.

The assessment tool and summary were categorized into the several dimensions of effectiveness contained within the Board's policy. The Chancellor's Office compiled an aggregated evaluation sheet with a summary of the aggregated findings, similar to what was conducted in 2009, 2010, 2011 and now 2012. Additionally, a comparative analysis over the past years was included, as the self assessment tool was the same one used in prior years, and provided a comparative analysis versus a stagnate position.

At the retreat, the Board discussed the board self-evaluation survey results, and reviewed what the board determined to be their strengths as a board and discussed in detail areas of improvement and plans for achieving improvement as a board. They also reviewed the goals from the prior year and progress achieved.

The discussion resulted in establishing amended and/or new objectives from themselves for the next 12-month period of Board's self-evaluation. The objectives are attached.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[2012-13 Objectives for Board Self Evaluation](#)

1. Create a mission statement for the Board of Trustees with guiding principles for governance of the members of the board elected by-district.
2. Continue to mature and develop the reorganized District with three, separately accredited colleges with greater autonomy and accountability.
3. Support and facilitate relationships with local schools, industries and businesses, to facilitate a better educational continuum and for “making life better” in our community. This includes a continuation of holding joint meetings with school boards on focused topics of common interest.
4. Monitor student success and achievement of all student populations and review data and reports that provide perspective and trend analysis to support programs, operations and policy matters. Monitoring shall include attention to and support for efforts to close the “achievement gap” of under-prepared and under-represented students.
5. Strive for a positive, synergistic Board of Trustees that recognizes, respects, and capitalizes on the uniqueness of each individual, and that leverages and positions the board for the overall advancement of the District.
6. Support the role of the Chancellor and actions of the Board as a whole; and to fulfill the greater mission of the District and Board, as we steadfastly focus on our core mission.
7. Set policy and direction for the District; support Chancellor in advancing and executing the plan, and monitor implementation through the CEO evaluation process.
8. Advocate for the budget and provide stewardship for the district recognizing the fiscal dilemma community colleges face; including the right sizing of the district, monitoring enrollment (FTES), and advocate for new funding model(s).
9. Responsibly assure that mission and planning for colleges and district are linked to budget and resource development.
10. Advocate the role, mission, and vitality of community colleges within the state system, by exploring and addressing funding/revenue models to build sustainability.
11. Support the development of standards, policies and protocols that lead to efficiencies and sound resource development and implementation, including continued support for the Chancellor’s role in resource development.
12. Support programs, policies and investments that advance the district and its operations into sustainable practices, including but not limited to use of technology, LEED certified development and other resource and environmentally sustainable measures.
13. Assure leadership and policy matters are undertaken and aligned with the District Strategic Plan Themes of Student Access; Student Success; Service to Community; System Effectiveness; Financial Resource Development; Organizational and Professional Development; and Green Initiatives.
14. The Board remains unanimous in their support of Chancellor in leading labor negotiations to assure District resources and services are maintained and responsibly deployed, and to anticipate fair bargaining agreements will be realized with all labor groups.



Agenda Item (XII-B)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Business From Board Members (XII-B) |
| Subject | Modification to 2012 Board Committee Liaison Appointments |
| College/District | District |
| Funding | n/a |
| Recommended Action | It is recommended that the Board of Trustees accept the temporary amendment to Board Committee Liaison Appointments. |

Background Narrative:

The President of the Board brings forward temporary amendments to the Board Committee liaison appointments for 2012.

The modifications are in the attached listing.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[Committee Assignments - Modifications](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Committees of the Board of Trustees

2012

| <u>Committee Name</u> | <u>Chair/Vice Chair</u> |
|---------------------------------|--|
| Governance Committee | Green/Chancellor |
| Planning Committee | Figueroa/Chief of Staff |
| Resources Committee | Takano/Vice Chancellor, Administration and Finance/Vice Chancellor, Diversity and Human Resources |
| Teaching and Learning Committee | Davis/Vice Chancellor, Academic Affairs |
| Facilities | Blumenthal/Associate Vice Chancellor, Facilities |

| | 2011-2012 |
|---|---|
| Association of Community College Trustees Liaison (ACCT) | Figueroa |
| Association of Governing Board of Universities and Colleges Liaison (AGB) | Takano |
| California Community College Trustees and Legislative Network Liaison (CCCT) | Figueroa |
| Community College League of California Liaison (CCLC) | Green |
| Latino Trustees Association Liaison | Figueroa |
| Inland Valleys Trustees and CEO Association Liaison | Takano |
| African –American Organizations Liaison Riverisde Branch –NAACP | Blumenthal/ Davis (temporary) |
| Hispanic Chamber of Commerce Greater Corona Hispanic Chamber Moreno Valley Hispanic Chamber | Green |
| Riverside chamber of Commerce Liaison Corona Chamber of Commerce Moreno Valley Chamber of Commerce Norco Chamber of Commerce | Blumenthal/ Davis (temporary) |
| Riverside County School Board Association Liaison | Davis /Green (temporary) |
| Riverside County Committee on School District Organization Liaison | Davis /Green (temporary) |
| Alvord USD Ad-Hoc Committee | Takano/Figueroa |
| Mine Okubo Committee | Takano/Green |



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XII-C)

Meeting 6/19/2012 - Regular

Agenda Item Business From Board Members (XII-C)

Subject Update from Members of the Board of Trustees on Business of the Board.

College/District District

Information Only

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting

Prepared By: Chris Carlson, Chief of Staff

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XIII-A)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Closed Session (XIII-A) |
| Subject | Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor |
| College/District | District |
| Funding | n/a |
| Recommended Action | Recommended Action to be Determined |

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XIII-B)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Closed Session (XIII-B) |
| Subject | Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Representative: Brad Neufeld, Unrepresented Employee: Chancellor. |
| College/District | District |
| Funding | n/a |
| Recommended Action | Recommended Action to be Determined |

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments:



Agenda Item (XIII-C)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Closed Session (XIII-C) |
| Subject | Conference with Legal Counsel - Pending Litigation (CA Gov. Code 54956.9) - Approval of Settlement for Claims of Pro-Craft Construction. |
| College/District | District |
| Funding | n/a |
| Recommended Action | Recommended Action to be Determined |

Background Narrative:

None

Prepared By: Greg Gray, Chancellor
Ruth Adams, General Counsel

Attachments:



Agenda Item (XIII-D)

| | |
|--------------------|--|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Closed Session (XIII-D) |
| Subject | Conference with Legal Counsel - Pending Litigation (CA Gov. Code 54956.9) - Approval of Settlement for Claims of Adams & Smith |
| College/District | District |
| Funding | n/a |
| Recommended Action | Recommended Action to be Determined |

Background Narrative:

None

Prepared By: Greg Gray, Chancellor
Ruth Adams, General Counsel

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XIII-E)

| | |
|--------------------|---|
| Meeting | 6/19/2012 - Regular |
| Agenda Item | Closed Session (XIII-E) |
| Subject | Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release |
| College/District | District |
| Funding | n/a |
| Recommended Action | Recommended Action to be Determined |

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments: